S1.21:980

Spring 1980

Telephone Directory

Department of State

Arms Control and Disarmament Agency

Board for International Broadcasting

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Government phones are provided for official use only and are not to be used for making personal calls

EMERGENCY CALLS

Bomb Threat or Other Threats Requiring Emergency Action Call:

Main State—Power Office (Pa) [illegible] 21614

Annex [illegible] Power Office (PB) [illegible] 21614

Other Areas D.C.—

Operating Center or Call Analysis Center [illegible]

Other Areas Va.—Nearest Power Office [illegible]

Emergency Medical Assistance: Main State (Ext [illegible]) [illegible] 25725

[illegible] 235-8720

[illegible] 1 [illegible] 9-2

Main State [illegible] 21614

Metropolitan Police [illegible]

or Emergency—911

Arlington Police [illegible]

Fire—Main State—Power Office [illegible]

Fire Department [illegible] 461-1616

Other Areas D.C.—

Existing Power Office or Fire Department [illegible]

Other Areas Va.—Existing Power Office or Fire Department and Rescue Squad [illegible]

STATE WATCH OFFICERS

State Watch Office

Operations Center (SIA) 63-[illegible]

Office Communications Staff 63-[illegible]

Watch Officer (Operations Staff) 63-[illegible]

Security Command Center [illegible]

HOW TO USE YOUR TELEPHONE UNDER CENTREX

TO REPORT PHONE TROUBLE

Dial 9-611

Transferring calls

Depress switchhook briefly once
Ask operator to complete transfer

Conference calls

Dial (9) 472-1208
(more than 5 involved call (9) 245-3333)
Give operator the details

LOCAL CALLS

COMMERCIAL CALLS

Dial 9
Dial number

CALLS TO GOVERNMENT AGENCIES—

On Centrex (Zone A)

Dial 5-digit extension

or **dial 100 for Information.**

Zone A numbers

Agency for International Development

Arms Control and Disarmament Agency

Department of Housing and Urban Development

Federal Communications Commission

National Science Foundation

Office of Personnel Management

Securities and Exchange Commission

U.S. International Communication Agency

On Centrex (other than Zone A)

Dial 9
Dial first 2 digits of number shown in list below
Dial 5-digit extension (or for Information, dial number shown in list below)

Air Force Systems Design Center	76 [illegible]
Department of Defense	69 [illegible]
Executive Offices of the President	39 [illegible]
Naval Medical Center	29 [illegible]
Naval Oceanography Office	76 [illegible]
Naval Reconnaissance and Technical Support Center	76 [illegible]
Naval Research Laboratory	76 [illegible]
U.S. Capitol	22 [illegible]
The White House	45 [illegible]
White House Communications Agency	39 [illegible]

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Washington, D.C. 20402

LONG-DISTANCE CALLS

FTS (Federal Telecommunications System) is a Government network of leased long-distance circuits through which you can make an official call to any phone in the United States, Puerto Rico, and Canada.

It MUST BE USED in lieu of commercial calls except in emergencies or when placing toll calls of 50-cent initial rate or less during normal work hours.

CALLS TO GOVERNMENT PHONES

Dial 8 plus 7-digit number.

(Refer to FTS Users Guide for FTS phone numbers of U.S. Government offices.)

Official calls while traveling

Call the FTS operator (whose number is listed in the U.S. Government section of the local phone directory).

CALLS TO COMMERCIAL PHONES

Dial 8.
Dial area code plus number.

(To obtain non-FTS phone numbers, dial 9, then the area code of the city you are calling plus 555-1212.)

Collect calls to commercial phones

(When asked by a non-Government person to call back collect)

Do not use FTS system.
Listen for dial tone.
Dial 90 and place call with telephone company operator.

To call overseas from State-AID extensions

Dial 90 and give the operator details of your call plus your 7-digit number.

HOW TO CALL NUMBERS IN THIS DIRECTORY FROM OUTSIDE PHONES

From public

For Washington numbers (extensions starting with 2):

Dial 63 plus 5-digit extension.

For Washington numbers (extensions starting with 3):

Dial 52 plus 5-digit extension.

(Passport Office)

For Washington numbers (extensions starting with 4):

Dial 25 plus 5-digit extension.

(On long-distance calls, dial area code 202 before dialing 25, 52 and 63.)

For Virginia numbers (extensions starting with 5):

Dial 23 plus 5-digit extension.

For Virginia numbers (extensions starting with 7):

Dial 55 plus 5-digit extension.

(On long-distance calls, dial area code 703 before dialing 23 or 55.)

For information:
Dial 655-4000 (This is the information number as listed in the Metropolitan Washington Telephone Directory).

From Government agencies—
On Centrex (Zone A)

Dial 5-digit extension
or 100 for information except Saturday and after hours dial 0.

On Centrex (NOT Zone A)

For extensions starting with 2:
Dial 63 plus 5-digit extension.

For extensions starting with 3:
Dial 52 plus 5-digit extension.

For extensions starting with 5:
Dial 23 plus 5-digit extension.

For extensions starting with 7:
Dial 55 plus 5-digit extension.

or 655-4000 for information

(For information, see Section 1400.)

GENERAL INFORMATION
(Telephone Information—Dial 100)

BUILDING GUARDS

(Night service only 5:00 p.m. to 9:00 a.m. - and weekends fulltime except as noted)
Guard Headquarters 21814
State Department Building
22d & C St. Main Entrance
*(8:00 a.m. - 5:30 p.m.) 23461
5:30 p.m. - 8:00 a.m. 28466
22d & D St. North Entrance
*(7:00 - 8:00 a.m., 5:45 - 9:00 p.m.) 23577
*(8:00 a.m. - 5:45 p.m.) Mon-Fri 23598
*21st St. Entrance (until 1:00 a.m.) 23568
*23d St. Entrance 20301
*Code Room (Rm 5440) 20837
Basement Garage
*C St. Ramp Entrance 29021
*21st St. Ramp Entrance 21188
*22d & D St. (North Ramp) 23431
State Annex
*No. 2 (515-22d St. NW) 22941
No. 3 (1400 Key Blvd., Arl., Va.) ..... (9) 235-8810-11
No. 4 (8400 Terminal Rd., Newington, Va.) .... (9) 339-6618
No. 6 (1701 N. Ft. Myer Dr.
Arl., Va.) ..... (9) 235-1679, (9) 235-9458
No. 7 (7958 Angus Court,
Springfield, Va.) ..... (9) 445-2724, (9) 451-8288
No. 10 (1717 H St. NW)
Lobby 4 p.m. - 8 a.m 634-3285
8 a.m. - 4 p.m. Sats., Suns., and Holidays 634-3285
No. 12 (1975 Florida Ave. NW) 20039
No. 15 (1800 N. Kent St., Arl., Va.)
..... (9) 235-9262, (9) 235-9319
No. 17 (1425 K St. NW) ..... (9) 523-4305, (9) 523-4383
No. 18 Rosslyn Plaza Bldg. C
(1601 N. Kent St., Ar., Va.) ..... (9) 235-8907
Rosslyn Plaza Bldg. E
(1621 N. Kent St., Arl., Va.) ..... (9) 235-9632

GSA BUILDING MANAGERS

State Field Office rm. 1481 State
State, SA-1 and SA-2 20186
Rosslyn Field Office rm. 126 Architect Bldg.
SA-3, SA-6, SA-7, SA-8, SA-11, SA-14, SA-15, SA-16, SA-18 ..... (9) 694-4394
Lafayette Field Office rm. 350, 2000 K St. NW
SA-10, SA-17, SA-19 (also IVIS
and THIS) ..... (9) 653-6256
Rock Creek Field Office Bldg 11 rm. 2016
2120 L St., NW SA-5,
SA-12 ..... (9) 254-3360
Alexandria Field Office
2461 Eisenhower Ave., Alexandria, Va. SA-4 557-0615
Columbia Pike Field Office, 1032 FB2; Navy Annex
Columbia Pike, SA-13 ..... (9) 694-2177

IMMUNIZATION & HEALTH UNITS

Immunization Clinic rm 2313 23578
(Inoculations)
1776 Pa Ave., rm. 1163 ..... (9) 724-9621
105 SA-3 ..... (9) 235-8720
Health Unit, rm 2313 29546
(Note: All State Annexes serviced by above health unit with the following exceptions)
SA-3 rm. 105 ..... (9) 235-8720
Rosslyn Area (AID only)
115 PP ..... (9) 694-4265 or 694-4545
SA-10 1008 GSA 18 & F 183-6631
SA-12 rm. 540 (AID only) 20061
Emergency After Office Hours: Call Building Guard
(Accidents Only)
Providence Hospital, 12th & Varnum St. NE 269-4000
(Eye Injuries)
Washington Hospital Center,
110 Irving St. NW 541-6731

*No Answer Call 21814

STATE WATCH OFFICERS

Senior Watch Officer
Operations Center 7516 ..... **63**-21512
Officer, Communications 5440 ..... **63**-21641 or 23551
Watch Officer, Intelligence 6510 ..... **63**-22585
Watch Officer, Security 2435 ..... **63**-22412

SPECIAL TELEPHONE SERVICES

Telephone Information 100
Chief Operator ..... (9) 472-4834
FTS code 8
Telephone Repairs 9-611

Installations, Moves, and Disconnections

To facilitate and expedite above services, forms should be prepared and forwarded to the offices indicated:
AID 274 SA-11 (Form AID 5-7)
State 1493 (Form DS-1659)

Telephone Directory

Compilation
AID 274 SA-11 ..... (9) 235-9820
State 1493 23636
Editing 25171
Directory Changes (to be reported promptly—after installations, moves, and disconnections have been made—to the offices indicated):
AID 274 SA-11 (SF 146)
State 1493 (Form DS-180)
Distribution
AID B-927 28410
State B-844F 22518

ZIP CODES

The Department of State in Washington (with the exception of the Passport Office) and letter mail and packages 2 lbs. or less to Foreign Service posts 20520
The Passport Office (Mail Stop No. 35) 20524
**All U.S. Foreign Service Posts for packages over 2 lbs., magazines and newspapers 20521
ACTION 20525
Agency for International Development (AID) 20523
Overseas Private Investment Corporation (OPIC) 20527
U.S. Arms Control and Disarmament Agency (ACDA) 20451
U.S. International Communication Agency (USICA) 20547
U.S. Mission to the United Nations (USUN) 10017

**To determine other zip codes call 245-4000 or consult your National Zip Code Directory.

Organizational Directory

DEPARTMENT OF STATE (Section 300):

Administration, Bureau of (A) 325
African Affairs, Bureau of (AF) 314
Comptroller (M/COMP) 331
Congressional Relations, Bureau of (CA) 309
Consular Affairs, Bureau of (CA) 323
Counselor of the Department (C) 306
Deputy Secretary, Office of the (D) 301
East Asian and Pacific Affairs, Bureau of (EA) 316
Economic Affairs, Under Secretary for (E) 303
Economic and Business Affairs, Bureau of (EB) 319
Equal Employment Opportunity Office (M/EEO) 329
European Affairs, Bureau of (EUR) 317
Foreign Service Institute (M/FSI) 328
Human Rights and Humanitarian Affairs,
Bureau of (HA) 313
Inspector General (S/IG) 308
Intelligence and Research, Bureau of (INR) 320
Inter-American Affairs, Bureau of (ARA) 315
International Organization Affairs, Bureau of (IO) 321
International Narcotics Matters, Bureau for (INM) 324
Legal Adviser (L) 312
Management, Under Secretary for (M) 305
Management Operations (M/MO) 327
Medical Services (M/MED) 330
Near Eastern and South Asian Affairs,
Bureau of (NEA) 318
Oceans and International Environmental and
Scientific Affairs, Bureau of (OES) 322
Bureau of Personnel (M/DGP) 326
Policy Planning Staff (S/P) 307
Political Affairs, Under Secretary for (P) 302
Politico-Military Affairs, Bureau of (PM) 310
Public Affairs, Bureau of (PA) 311
Refugee Programs, Office of (RP) 324A
Secretary, Office of the (S) 300
Security Assistance, Science and Technology
Under Secretary for (T) 304

SINAI SUPPORT MISSION (Section 400)

INTERNATIONAL DEVELOPMENT COOPERATION AGENCY (Section 450)

AGENCY FOR INTERNATIONAL DEVELOPMENT (Section 500):

Administrator, Office of the (A/AID) 501
Africa, Bureau for (AFR) 518
Asia, Bureau for (ASIA) 519
Auditor General, Office of the (AG) 507
BIFAD Support Staff 504
Development Support, Bureau for (DS) 516
Equal Opportunity Programs, Office of (EOP) 512
Executive Secretary, Office of the (ES) 502
Financial Management, Office of (FM) 513
General Counsel, Office of the (GC) 510
Intragovernmental and International Affairs,
Bureau for (IIA) 514
Latin America and the Caribbean, Bureau for (LAC) 520
Legislative Affairs, Office of (LEG) 508
Near East, Bureau for (NE) 521
Personnel Management, Office of (PM) 511
Private and Development Cooperation,
Bureau for (PDC) 517
Program and Management Services,
Bureau for (SER) 515
Program and Policy Coordination, Bureau for (PPC) 506
Public Affairs, Office of (OPA) 509
Small and Disadvantaged Business Utilization,
Office of (SDB) 505
Technological Cooperation Planning Office,
Institute for 503

OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC) (Section 550)

U.S. ARMS CONTROL AND DISARMAMENT AGENCY (ACDA) (Section 600)

U.S. INTERNATIONAL COMMUNICATION AGENCY (USICA) (Section 700)

BOARD FOR INTERNATIONAL BROADCASTING (BIB) (Section 750)

ACTION (Section 800)

CONTENTS

	Section
Directory of Services	100
Alphabetical Directory	200
Organizational Directory:	
Department of State	**300**
Sinai Support Mission	**400**
International Development Cooperation Agency	**450**
Agency for International Development	**500**
Overseas Private Investment Corporation	**550**
U.S. Arms Control and Disarmament Agency	**600**
U.S. International Communication Agency	**700**
Board for International Broadcasting	**750**
ACTION	**800**
Country Officers	900
Commissions, Committees, and Advisory Groups	1000
Department of State Field Offices	1100
Liaison Offices in the Department of State	1200
Chanceries	1300
Government Information Numbers Office Hours, Mail Stops	1400
Office Symbols	1500

Section numbers have been assigned to each major part of the Telephone Directory (Directory of Services 100, Alphabetical Directory 200, Department of State 300, etc.). The section numbers for State, AID, and USICA are further broken down (300, Office of the Secretary; 305, Under Secretary for Management; 501, Office of the Administrator, 514, Bureau for Program and Management Services) to serve as a means of cross-reference from the Office Symbol list to the Organizational part of the Directory.

TIMELY TELEPHONE TIPS

When You Receive a Telephone Call

ANSWER AS PROMPTLY AS POSSIBLE.
Try to answer before second ring.

After you have picked up the receiver, do not continue to talk to someone else in the office.

IDENTIFY YOURSELF WHEN ANSWERING.
"Mr./Ms. Brown's office, Mr./Ms. Andrews."

SPEAK DISTINCTLY AND PLEASANTLY.
Hold mouthpiece well up in front of lips.

AVOID TRITE OR ABRUPT PHRASES.
"Who's calling?" . . . "Just a moment"
"He's/She's busy," . . . "He's/She's in conference."
"He's/She's tied up." . . . "He's/She's not in."

VOLUNTEER THE "WHEREABOUT AND WHENABOUTS" OF AN ABSENT PERSON.
"He/She can be reached in Mr./Ms. Jones' office. . . Extension 2094."

"He/She is out of the building until 3 o'clock."
"May I locate him/her and ask him/her to call you?"

VOLUNTEER YOUR OWN ASSISTANCE.
"Is there something I could do?"
"Could I help you? . . . or anyone else?"

REQUEST IDENTITY OF CALLER ONLY WHEN NECESSARY, AND IN A TACTFUL MANNER.
"May I tell Mr./Ms. Jones who is calling?"
"May I ask who this is please?"

EXPLAIN OFF-THE-LINE DELAYS.
"It's in the files—Can you wait a moment?
Or would you prefer for me to call you back?"

TAKE MESSAGES WILLINGLY.
Write essential details on a suitable message form; deliver promptly.

TRANSFER ELSEWHERE ONLY WHEN YOU KNOW DEFINITELY THE CORRECT PERSON OR NUMBER.
Give caller these facts before transferring.

AVOID LEAVING A CALLER ON HOLD FOR LONG PERIODS.
Check periodically and explain the delay.

When You Make a Telephone Call

PLAN AN EFFECTIVE CONVERSATION.
Get your thoughts in order before calling.

PLACE THE CALL YOURSELF, EXCEPT IN SPECIAL CIRCUMSTANCES.
Make sure you are on the line ready to talk when the called person is reached.

HAVE THE CORRECT NUMBER (OR EXTENSION) IN MIND.
Consult your directory or personal number list.

LISTEN FOR DIAL TONE . . . DIAL CAREFULLY. DON'T ACCELERATE DIAL RETURN.

IDENTIFY YOURSELF IMMEDIATELY TO THE FIRST PERSON ANSWERING.
"This is Mr./Ms. Johnson . . . May I speak to Mr./Ms. Hodges please?"

IDENTIFY ALSO, WHEN HELPFUL, YOUR OFFICE AND PURPOSE IN CALLING.
"Mr./Ms. Brown, in Accounts . . . returning Mr./Ms. Green's call."

ASK WHETHER CALLED PERSON HAS "TIME TO TALK NOW" IF CALL IS LIKELY TO BE LENGTHY.

TRY TO COMPLETE YOUR BUSINESS ON ONE CALL BY SECURING INFORMATION OR LEAVING A MESSAGE.

VOLUNTEER YOUR EXTENSION AND THE BEST TIME TO REACH YOU IN CASE YOU REQUEST A "CALL BACK."

KEEP YOUR CONVERSATION BRIEF AND BUSINESSLIKE.

DO NOT DISCUSS CLASSIFIED INFORMATION UNDER ANY CIRCUMSTANCES.

ALWAYS APOLOGIZE IF YOU GET A WRONG NUMBER. DO NOT HANG UP WITHOUT SPEAKING.

INTERNATIONAL TIME TABLE
Local Standard Time

Honolulu	5 AM
San Francisco	7 AM
Salt Lake City	8 AM
St. Louis	9 AM
Washington	10 AM
London	4 PM
Berlin	4 PM
Moscow	6 PM
Tokyo	Midnight

DIRECTORY OF SERVICES

Addressing (Mechanical) (**See** Distribution Services)
Advertising boards (State) 1489 23636
Air conditioning repairs 20186
Airgrams
AID B-460 28384
State
Distribution B-872 20874
Dispatch (FAIM/IAP) 1239 20542
Receipt (FAIM/IAP) 29268
Retrieval Service (FAIM/IS) 1239 20420
Allotment of Funds (State) 1331 20998
Allowance and Differential Regulations and Rates
State (A/ALS) ..... (9) 235-9521
American Federation of Government Employees
2665 ..... (9) 223-2087
American Foreign Service Assn
2101 E St ..... (9) 338-4045 or 29672
Archives Liaison (**See** Liaison (State))
Arrests of Americans Abroad
4807 25225
Art in Embassies (A/ART) B-258 21634
Association of American Foreign Service Women
(AAFSW) 1248 23573
Audio Visual Services
AID B-930 28378
State B-258 21082
Auditorium (East) (Capacity 200) 2925D 21701
(West) (Capacity 801) 2403/2604 28206
Authentications (Documents) (FAIM/IS/ATH) 20406
2813 (Enter 2815)
(Hours 9:00 AM to 11:00 AM and 2:00 PM to 4:00 PM)
Automobiles (Official) (**See** Motor Transportation)
Awards
AID
Awards Committee Secretariat 100 SA-2 22954
Incentive Awards Branch 100 SA-2 22954
State
Awards Board Secretariat (Honor Awards)
1822 22283
Length of Service 1822 22283
Banking Facilities (American Security Bank)
1442 ..... (9) 624-4750
(Hours 9:00 AM to 3:00 PM Monday through Friday)
Barber Shop B-233 20938
Births of Americans Abroad
CA/OCS/CCS/EUR 4811 23444
CA/OCS/CCS/ARA 4817 23712
CA/OCS/CCS/EA 4817 23675
CA/OCS/CCS/AF 4817 24994
CA/OCS/CCS/NEA 4817 24994
Copies of Birth Reports
(PPT/S/PC) 523-4328
Blood Donor Program (AID) 100 SA-2 22954
Blood Donor Program (State) 23764
Blueprint Documents (Routing of) B-461 (AID) 28392
Board for International Food and Agriculture
Development 2246 27937
Board of Examiners for the Foreign Service
7314 SA-15 ..... (9) 235-9392
Board of the Foreign Service 21060
Bookstore, GPO 2817 21437
(Hours: Mon thru Fri 9:00 AM to 5:00 PM)
Briefings, Public (**See** Public Briefings-East Auditorium)
Budget Planning and Presentation 1332 20684

BUILDING GUARDS (**See** page ii)
Building Security (State) 21435
BUILDING SERVICES, Minor (GSA)
State Group (State Bldg., SA-1 and SA-2) Rm 1481 20186
Lafayette Group (SA-10, SA-17, SA-19) ..... (9) 653-6256
Rock Creek Group (SA-12) ..... (9) 254-3360
Rosslyn Group (SA-3, SA-6, SA-7, SA-8, SA-11, SA-14, SA-15, SA-16 and SA-18) 126 Architect Bldg ..... (9) 694-4394
SA-3 (lights, air conditioning, elevators) ..... (9) 694-4394
Buildings, State (Overseas)
Office of Foreign Buildings 335-D SA-6 ..... (9) 235-9491
Area Offices:
E/AF ..... (9) 235-9487
W/AF ..... (9) 235-9488
ARA ..... (9) 235-9495
EA ..... (9) 235-9498
E/EUR ..... (9) 235-9476
W/EUR ..... (9) 235-9477
NEA ..... (9) 235-9499
(AID 3312) 23964
Interior Design and Furnishings Branch
411 SA-6 ..... (9) 235-9440
Buildings Design and Construction Division
327-C SA-6 ..... (9) 235-9511
Architectural Operations 327-B SA-6 ..... (9) 235-9508
Construction Operations 327 SA-6 ..... (9) 235-9485
Engineering Operations 327-E SA-6 ..... (9) 235-9510
Management 321 SA-6 ..... (9) 235-2814
Contract Operations 412 SA-6 ..... (9) 235-9445
Burn Material (**See** Classified Waste)
Businessmen, Assistance to (Office of
Commercial Affairs EB/CTA/OCA) 23295
Cafeteria (State building)
Kitchen (Incl. night service) 21388
Office 22262
Campaigns (State):
Combined Federal 1822 23764
Savings Bonds 1822 22241
Cashier's Office
AID 635 SA-12 20071
State 1258 23562
Hours Daily: AM: 9:30 to 12:00 PM: 1:30 to 4:30
Charts (**See** Graphics)
Chauffeur Service (**See** Motor Transportation)
Check Distribution
AID 3328A 22498
State (Foreign Service) 1258 23562
Children's Waiting Room (OPR/ESC) 2258 22348
Civil Defense Coordinator
AID 270 SA-11 ..... (9) 235-9820
State 1252 20268
Claims, Personal Property 1873 21926
Classification (Position)
AID 400 SA-2 23958
State (PER/PPM) 4419 23205
State-Foreign Service
(PER/PPM) 4419 23205
Classified Waste
AID 2678 23983
State 1489 21220
Disposal Stations:

1525A	4525A	7525A
2525A	5525A	
3525A	6525A	

Combined Airlines Reservations Office (**See** Travel)
Commissary and Recreation (A/OPR) 1417 20588
Committees (Information on) 23470
Communications & Records Service Centers (AID)

C&RSC	ROOM	PHONE	TUBE	CLOSES
#1	2676 NS	21568	C-5	5:20
#2	3659 NS	22000	B-5	5:20
#3	6678 NS	28607	C-1	5:20
#4	3209 NS	29052	H-4	5:20
#5	6258 NS	22463	D-8	5:20
#6	536 SA-12	20151		5:20
#8	305RP	(9) 235-8921		5:20
MAIL RM.	B-461 NS	28392	C-6	5:20

(**See also** Tube Stations (AID)
Communications Watch Officer (**See** Watch Officers, General Information, page ii)
Community Meetings on Foreign Policy 22234, 28840
Compliance Officer (Contracts) EEO 2664 (AID) 27996
Conference Room Reservations 1493 23636
Conferences, International (State)
Administrative Staff 21306
Documents & Archives 22511
Information 21271
Office of the Chief 20384
Program Staff 21271
Conferences on Foreign Policy, Public .....21710 or 28661
Congressional Correspondence
State
Receipt and Record (FAIM/IAP) 1239 20621
Congressional Documents
AID (LEG) 2895 28190
State 22536
(Distribution extra copies & return of surplus B-845)
Congressional Liaison (AID).....28192 or 28264
Congressional Relations (State) .....22163 or 21050
Congressional Reports (H) 7251 21608
Consular Conventions/Treaties 4800 23732
Consular Districts, Geographic delimitations (State) ... 22156
Consular Services, Special
(**See** directly under subjects: i.e., Deaths, Foreign Estates, Property, Repatriation, etc.)
Contracts (**See** Procurement Information)
Correspondence Handbook (FAIM/DIR) B-266 27969
Correspondence Information
AID Administrator's 5665 28612
State 7241 21295
Correspondence Processing (State)..... 28682
Cost Reduction Reports (State) 21407
Courier Service (State) 44A30 (**See also** Pouch)
After Office Hours. Sat. & Sun..... 21641
During Office Hours 21198
Credit Unions
Lafayette Federal Credit Union (AID)
Accounting 3725 28426
Loans 3441 28426
(Hours Daily: 10:00 AM to 3:00 PM)
Imperial Bldg. Br. rm. 522 653-6871
(Hours: 10:00 AM to 2:00 PM Tuesday & Friday only)
State 1827 ..... (9) 558-8000
(Hours Daily: 9:30 AM to 4:00 PM;
except on Thursdays 9:30 AM—4:30 PM)
Cryptographic Security 6442 (State)..... 23026
Customs Clearance (Official) B-461 (AID) 28392
Customs Liaison (**See** Liaison (State))
Data Processing 725 SA-12 (AID)..... 20122
State 22278
Deaths of Americans Abroad 4807 25225
Death Reports Only (PPT) 368 SA-17 523-4328
Department Duty Officer, Operations Center 21512
Differential Regulations and Rates
State (A/ALS) ..... (9) 235-9521
Dining Rooms:
Assistant Secretary 8th Fl 23689
Executive 2nd Fl Rm 2722 22288
Diplomatic Notes
Delivery, Receipt, and Record (FAIM/IAP) 1239 20621
Diplomatic Pouch Information (**See** Pouch Service Information)
Diplomatic Rooms (**See** Tours)
Directives Issuances
AID (MP/TWO) 1058 29762
State (FAIM/DIR) B-266..... 23602
Directory (Floor) AID 2941 28716
State 1489 23636
Disaster Assistance (Foreign) 19A09 28924
Distribution Services
AID B-927 28410
(Notices - Forms - Manual Orders)
Over the Counter Service B656
State B-844 F 22518
Documents-UN, Request for 27992
Drafting (**See** Graphics)
Duplicating & Reproduction Services
AID B-930 28376
Self-Service (AID) B-930
State 1758B (Tube B-6) 29522
Short-Order Stations:
No. 1 rm. 1420 (Hours 8:45 AM to 5:30 PM)
No. 2 rm. 7241 (Hours 7:30 AM to 12:15 AM)
No. 3 rm. C-2 SA-3 (Hours 8:45 AM to 5:30 PM)
No. 4 rm. 1758 (Hours 7:30 AM to 12:15 AM)
Duty Officers (names, extensions, room numbers)
Call Senior Watch Officer, Operations Center 7516 ... 21512
Editorial Services. **See under** Publications
Employee Counselor 100 SA-2 (AID) 22954
Employee Services Center 1252 23432
Employee Suggestions
AID 100 SA-2 22954
State 1822 23764
Employment Information
AID/Overseas 111 SA-2..... 20132
AID/Washington 111 SA-2..... 22964
State 2815 20580
Examinations:
Junior Officer 7314, SA-15 ..... (9) 235-9246
Lateral Officer 7314, SA-15 ..... (9) 235-9392
Equal Employment Opportunity Officers
(ACDA) rm 5534..... 23530
(AID) rm 2664 27996
(State) rm 3214..... 29294
EEO Counselors

Abdulmalik, April B	(PM/A)	7428	23136
Brookens II, Benoit	(IO/UCS)	515 SA-2	22780
Brown, Essie	(A/FBO)	332 SA-6	(9)235-1057
Carter, Joseph H	(M/FSI)	912 SA-3	(9)235-8789
Casey, Mary Ann	(NEA/ARN)	6250	20695
Clemons, Nellie E	(M/MED)	2313	29546
Collins, Dorothy W	(PER/ES/BA)	1822	21212
Cox, Ida M	(CA/PPT)	232 SA-17	(9)235-4369
Dawson, Ruby	(REE/REC)	7522 SA-15	(9)235-9372
Davenport, Harold E	(A/OC/T)	5440	21640
Dewitt, Martha	(EA/J)	4210	23152
Ellerbe, Charles	(PER/MGT)	1329	22784
Freeman, Carol A	(RP/EX)	500 SA-2	22822

Gaston, Elizabeth M	(S/MS)	7246	28904
Granick, Robert E	(S/IG)	2317	20152
Hawkins, Antonia B	(S/S-EX)	7517	21287
Holland, Charles	(A/SY/DO)	3811	21621
Houston, Bobbie	(A/ALS)	502 SA-6	(9)235-8049
Jimney, Richard	(FMAS/VS)	B-258	21082
Johnson, Barbara	(M/COMP)	1331	28142
Johnson, David L	(CA/VO/P)	511 SA-2	21970
Jones, Nadine	(M/FSI)	1015 SA-3	(9)235-8794
Kegley, Robert	(OC/ARA)	44A20	20864
Kelly, Diane	(PA/M)	6805	20326
Laase, Paul L	(EUR/RPE)	6430	20326
Lundstrom, Edward N	(INR/XR)	432 SA-6	(9)235-8794
McAdoo, Scott D	(M/COMP)	6110 SA-15	(9)235-9414
McKinnon, Charles L	(IO/EX/OB)	5333	21017
Meyer, Nancy	(CA/PPT/O)	1821A	28814
Parker, Santa W	(INR/DDC)	6635	21505
Ribera, Robert C	(A/OC)	44A20	28946
Smith, Sandra	(PER/MGT)	2137	28116
Stack, Rose C	(AF/EX)	3517	20852
Ulmer, Sandra Y	(EUR)	6226	21567
Warren, Louise	(EB/CTA)	3336	21499
Williams, Izella H	(AF/W)	4250	20673
Wright, Dolores R	(OES/SAS)	4333	22432

Equipment and Supplies
Expendable Supplies
GSA Retail Store B-239 State 23181
GSA Retail Store SBA-22 1900 E St NW 566-0580
Purchase Items
AID 280 SA-11 ..... (9) 235-9813
State SA-7 78995
Supply Rm (Warehouse) (AID) 70197
Non-Expendables: Furniture, equipment, etc.
AID Warehouse 70197
State SA-7 78995
Repairs (**See** Repairs of Building Services, Minor)
Estates of Americans Abroad
CA/OCS/CCS/EUR 4811 22837
CA/OCS/CCS/ARA 4817 28055
CA/OCS/CCS/EA 4817 23675
CA/OCS/CCS/AF 4817 24994
CA/OCS/CCS/NEA 4817 24994
Exhibits
AID B-930 ..... 28388 or 28389
State B-258 21082
Family Liaison Office (M/FLO) 1216A 21076
Family Workshop (FS) 400 SA-3 ..... (9) 235-8784
FARA (**See** Recreation Association)
Federal Register Liaison (**See** Liaison (State))
Files (**See** Records)
Film Library (PA/PC) 4827a 26575
Film Loan Library B-930 (AID) 28378
Film Services (AID) 4883 20674
Fine Arts Committee 8213 20298
Foreign Affairs Information
Management Center (OPR/FAIM) 1239 20420
Foreign Affairs Executive Seminar,
General Information 3316A SA-15 ..... (9) 235-9279
Foreign Currencies (A/BF/FC) 3418 29314
Foreign Estates (**See** Estates of Americans Abroad) ... 22617
Foreign Reporting, Combined International
FAIM (CIRP) 1239 (State) 20697
Foreign Service, Board of Examiners (**See**
Board of Examiners for the Foreign Service)
Foreign Service Club 2101 E St ..... (9) 338-5730
Foreign Service Educational and
Counseling Center 2101 E St NW ..... (9) 338-4047
Foreign Service Grievance Board 430 SA-6 235-9862
Foreign Service Inspections
Inspector General 6821 23320
Inspectors 2317 20152
Foreign Service Institute Registrar 100 SA-3 .... (9) 235-8727
and Student Messages ..... (9) 235-8727
Foreign Service Journal 2101 E St ..... (9) 338-4045
Foreign Service Lounge 1252 23432
Foreign Service Protection Assn
1750 Pa. Ave. ..... (9) 393-4220
Forms
AID
Design & Control (DM/IM) 714 SA-12 20084
Distribution & Stock B-927 28410
State
Design & Control (FAIM/DIR) B-266 23538
Freedom of Information Act:
AID 3316 21850
State (FAIM/IS) 1239 28484
Furnishings, Interior Design (**See** Buildings, Foreign Service)
Geographer, Office of the 8742 22022
GPO Bookstores:
2817 21437
(Hours: Mon thru Fri 9:00 AM to 5:00 PM)
120 1776 Pa Ave 29668
(Hours: Mon thru Fri 9:00 AM to 2:00 PM; 2:45 PM to 5:00 PM)
Graphics
AID B-930 28378
State B-258 21082
Grievances, Civil Service 2421 22508
GSA Self-Service Store (**See under** Equipment & Supplies)
GUARDS (**See** page ii)
Health Benefits
AID (SER/PM) 100 SA-2 22954
State (PER/ER) 22241
HEALTH UNIT (**See** Medical Staff)
Heating Repair 20186
Housing Office and AAFSW Desk 1248 23573
Identification Unit 1258 (State) 23212
Illustrations (**See** Graphics)
Income Tax Referral (State) 1822 23764
INR Intelligence Reports 6535 (State) 20518
Inquiries (AID)
Press and Media 4893 28332
Public 2849 ..... 21850 or 28534
Intelligence Watch Officer (**See** Watch Officers, page ii)
International Center Project (STATE) 1882 23331
Interpreting Services (**See** Language Services)
Joint Regulations Board STATE/AID/USICA B-266 ... 23603
Language Laboratory (M/FSI) 602 SA-3 ..... (9) 235-8827
Language Services (Requests for)
Interpreting Service
AID 260 SA-8 ..... (9) 235-1968
State 2212 23492
Translations 2214A ..... 22201 or 21466
Language Testing Unit (State) 906 SA-3 ..... (9) 235-8802
Language Training and Testing (AID) ..... (9) 235-9094
Leave Regulations, Interpretation of, 1822 20191
Legal Services Abroad
CA/OCS/CCS/EUR 4811 23444
CA/OCS/CCS/ARA 4817 23712
CA/OCS/CCS/EA 4817 23675
CA/OCS/CCS/AF 4817 24994
CA/OCS/CCS/NEA 4817 24994
Length of Service 1822 23764
Liaison (State)
(**See also** Liaison Offices in the Dept. of State
in main Directory)
Archives Liaison (FAIM/IS) 1239 20420
Customs Liaison ..... 23170 or 22614

Federal Agency Liaison (abroad)
1803 (State) 29291/29350
Federal Register Liaison (FAIM/DIR) B-266 27968
GAO Liaison (M/COMP/EX) 1328 (State) 22320
Public Liaison (**See** Public Liaison)
Library & Reference Services (FAIM/LR) 3239
Circulation 21099
Commercial Library Program 2442C 22739
Information & Reference 20486
Interlibrary Loan 20535
Purchase Orders ..... 22661 or 22739
Renewal Requests 28347
Library Services, Other
ACDA Library 8th Fl SA-6 ..... (9) 235-9550
Documentation Center (INR/XR) 432 SA-6 .... (9) 235-9420
Foreign Service Institute Library 300 SA-3 .... (9) 235-8717
PER Library 1826 23846
Reference Center (AID) 1656 29345
Life Insurance
AID (SER/PM) 22954
State (PER/ER) 22241
Lights Repair 20186
Local (Foreign National) Employee Programs
State (PER/ES/LP) 3712 SA-15 ..... (9) 235-1004
Lock Repairs (State, ACDA) 22275
Locksmith (for Security Containers only) B-240 22275
5:30 PM-8:45 AM 21815
Lost and Found Articles-Guard Office 21814
Machines (**See** Equipment & Supplies)
Mail Service Information (**See also** Pouch)
AID
Receipt, Distribution & Dispatch B-461 28392
Registered B-461 28392
State
Domestic Mail B-528 21090
Foreign Service Mail B-528 22936
Mail Directory Locator Service B-528 22243
Mailing List Changes: (**See** Distribution Services)
Manpower Utilization Reports (State) 21150
Manuals and AID Issuances (AID) (MP/TWO) 1058 ... 29762
Map Services
Map Cartography & Evaluation 22156
Published Maps (Requests for) 6845 21079
Marriage to Aliens & Naturalization 2137 29432
Medical Staff
Alcohol Abuse Program Coordinator 3818 21843
Appointments (Physical Examinations) 2906 23642
Claims 2260 23606
Clearances 2254 23595
Domestic Program 2906 21580
Drug Abuse Program Coordinator 2906 22868
Emergency Medical Assistance 2313 22700
Evacuations 2906 28122
Health Unit FSI 105 SA-3 ..... (9) 235-8720
Health Unit Main State 2313 29546
EMERGENCY ONLY 22700
Health Unit Rosslyn Area
(AID only) 115 PP ..... (9) 694-4265 or 694-4545
Health Unit USICA 1163 1776 Pa Ave ..... (9) 724-9621
Hospital Admissions 2260 21197
Immunizations 2313 23578
Overseas Program 2906 28122
Merit Promotion Program (Civil Service) 2421 27151
Message Centers

SYMBOL	ROOM	TUBE	OPENING TIME	PHONE
ACDA	5672	C-2		23645
AID (**See** Communications and Records Service Centers)				
OPIC	713	B/T		27776
STATE				
AF	3430	G-2	6:45	21275
ARA	6258	D-8	8:00	22462
C	7241	D-2	8:00	23836
CA	4818	K-6	8:00	22843
CMC	7310	E-4	8:00	21647
D	7241	D-2	8:00	23836
DG/PER	2810	K-7	8:00	22092 or 22093
E	7241	D-2	8:00	23836
EA	6310	E-5	5:45	29551
EB	5818	K-2	7:00	22611
EUR	6511	J-6	7:00	20738
FAIM	1239	G-4	7:00	29569
FAIM/IS	1239	J-5	8:45	20420
FAIM/LR	3239	J-1	8:45	23609
FAIM/PS	1758	B-6	8:45	29522
FS	6314	SA-15	8:15	(9) 235-9323
FSI	912	SA-3	8:45	(9) 235-8793
H	7258	D-5	8:45	21612
INR	6510	J-4	8:45	21425
IO	6319	E-1	7:15	20847
L	6417	H-1	8:00	22168 or 20644
M	7241	D-2	8:00	23836
M/DG	2810	K-7	8:00	22092 or 22093
M/MED	2256	D-6	8:00	23628
NEA	6243	D-3	5:45	20626 or 21681
OC	4430	G-1	7:45	23120
OES	7818	K-1	8:45	20589
OIC	1430	G-3	7:45	20781
P	7241	D-2	8:00	23836
PA	6810	K-5	7:00	22224
S/CPR	1238	J-9	8:45	22663
S	7241	D-2	8:00	23836
S/S-I	7241	D-2	8:00	23836
S/S-M	7241	D-2	8:00	23836
S/S-O	7241	D-2	8:00	23836
S/S-S	7241	D-2	8:00	23836
SCS	1810	K-6	7:15	23638
SY	2428	G-9	8:45	20634
T	7241	D-2	8:00	23836
VO	713	SA-2	8:45	21912

Messenger Service
AID B-461 28392
State B-528 ..... 21090 or 20731
Mail Delivery or Pick-up Points
Floor Room
1st 1437 21098
2nd 2437 21251
4th 4437 21400
5th 5437 21631
6th 6437 21229
7th 7437 22357
SA-6 427 ..... (9) 235-9434
Motor Transport Branch (GS) (State) 21012
Motor Transportation
AID cars B-461 28392
State cars B-229 21672
State trucks B-229 21012
Moving (Office Equipment)
AID 274 SA-11 ..... (9) 235-9820
State B-235 21220
Munitions Control (PM/MC)
Case Status and General Information SA-6 .... (9) 235-9773
Publications Distribution ..... (9) 235-9770
Registration Information ..... (9) 235-9770
National Organizations Information (P/PS/OL) 5825 .. 20772
NATO Sub-registry 5430 22188
Newsletter, Dept of State 4515 ..... 22019/21743
Newsstand 21st St Lobby-Mr Taylor ..... (9) 785-1454

News tickers 2107 20401
Notaries Public
Betty Dudley (M/FSI) 100 SA-3 ..... (9) 235-8727
Michael Guido (PM/PS & CD) (AID) 405 PP ... (9) 235-9098
Susan Hall (GC) (AID) 6888 28530
Kathryn Walsh (PM/PS & CD) (AID)
465 SA-14 ..... (9) 235-1197
Jacqueline White (GC) (AID) 6888 28530
Notarials
CA/OCS/CCS/EUR 4811 23444
CA/OCS/CCS/ARA 4817 23712
CA/OCS/CCS/EA 4817 23675
CA/OCS/CCS/AF 4817 24994
CA/OCS/CCS/NEA 4817 24994
Office Machine Repairs
AID 72193
State 22737
Office Supplies (**See** Equipment & Supplies)
Open Forum 7419 28790
Operations Analysis (BF/OAG) 4253 22320
Operations Center (S/S-O) Officer
(**See** inside front cover) 21512
Orientation, Washington Training Center
(AID) 479 PP ..... (9) 235-9101
Overseas Briefing Center (FSI) 400 SA-3 ..... (9) 235-8784
Overseas Schools (A/OS) 234 SA-6 ..... (9) 235-9600
Area Offices
EA/AF ..... (9) 235-1757
EUR/NEA ..... (9) 235-1763
ARA ..... (9) 235-1760
Parking Facilities
AID 274 SA-11 ..... (9) 235-9820
State 1493 23636
Participant Locator File 253 SA-8 (AID) ..... (9) 235-1982
Passes
AID
Identification 402 RPE ..... (9) 235-9727
Property 274 SA-11 ..... (9) 235-9820
State
Identification 1258 23212
Passport Information
AID 12A47 29275
Passport Office 1425 K St NW SA-17
Basic Information ..... (9) 783-8200
Specific Information ..... (9) 783-8170
Diplomatic Travel Information
(D.C.) ..... (9) 523-4319
(Va.) ..... (9) 523-4319
Agent Employee Services Center 1258 (State)
(Hours 9:30 AM to 4:00 PM)
Payroll
AID (FM/ESD) 508 SA-12 20022
State (OF/FD/P) 6701 SA-15 ..... (9) 235-9308
Per Diem
State (OF/FD)
6713A SA-15 ..... (9) 235-9321 or (9) 235-9322
AID (Travel) 503 SA-12 20140
Personnel:
(**See also** items under subject, i.e. Awards, Employee, etc.)
AID Employee Evaluation 311 SA-2 29832
AID Placement 412 SA-2 20011
AID out-placement 111 SA-2 20132
AID/W & Overseas Files and Locator
Records B-4 SA-2 23628
State Personnel Locator Records
(MGT/RMR) 1609 23686
State Official Personnel Records
(MGT/RMR) 1609 23382
Photo Coverage-official functions, publicity portraits, etc.
AID 4890 27979
State B-258 21634
Plumbing Repair 20186
Police (**See** inside front cover)
Position Classification (**See** Classification Position)
Postal Information (AID) B-461 28392
Postal Rates & Information 22609
Post Office State Dept. Station Rm 2827
(Hours Daily 8:30 AM to 5 PM)
Pouch Service Information (**See also** Mail)
AID B-461 28392
State B-528
Pouch Closing Information 22936
Pouch Contents, Weights, Regulations 22619
Classified Material
After Office Hours & Sunday 21641
During Office Hours 21198
Saturday 23094
Mail Directory Locator Service B-528 22243
Unclassified Material
After Office Hours & Sunday 21641
During Office Hours ..... 22579 or 22936
Saturday 20882
Presidential Commissions 22642
Press Releases
AID 4893 28332
State 2107 22492
Press Representatives in Department of State
American Broadcasting Co. 393-7700 x384
Agence France Presse 861-0299
Associated Press 833-5380
Baltimore Sun 347-8250 x58
Boston Globe 223-0860
Chicago Tribune 861-0297
CBS News 457-4417
Deutsche Presse Agentur 861-0587
Hearst 861-0293
Los Angeles Times 861-0298
Middle East News Agency 861-0294
Mutual Broadcasting 452-1065
NBC News 686-4359
Newsweek 223-9462
N.Y. Daily News 861-0581
N.Y. Times 862-0390
Reuters 638-1865
Scripps-Howard 347-7750 x62
Time Magazine 293-4300 x240
UPI 637-3790
U.S. News & World Report 861-0584
VOA 26777
Wall Street Journal 862-9253
Washington Post 334-7908
Washington Star 484-4489
Printing & Binding
AID B-930 28376
State 1843 20551
Privacy Act Information (AID) 128 SA-2 27658
Privacy Act Information (State) 1239 28484
Procurement Information (State)
Contract 525 SA-6 ..... (9) 235-9532
Purchase 520 SA-6 ..... (9) 235-9534
Procurement Policy
State 512 SA-6 ..... (9) 235-9528
Property Claims (abroad) 4811 22837
Property Management (AID)
AID/Overseas 214 SA-11 ..... (9) 235-9801
AID/Washington 274 SA-11 ..... (9) 235-9820
Protocol 1238
Agréments 20907
Clearance Naval Vessels & Aircraft 21034
Customs Clearance ..... 23170 or 22614

Decorations 20907
Flag Regulations 23610, 20256
Foreign Consular Officers 20706
Foreign Consular & Diplomatic Employees 20605
Foreign Diplomatic Officers 20291
General Information 22663
International Organizations 26716
License Plates, Diplomatic 23271
Official Entertainment
(luncheons, dinners, etc.) 23610, 20256
Official Foreign Visitors 21676
Tax Exemptions, Diplomatic 23171
Public Briefings-East Auditorium 22406
Tuesday and Friday 9:30 AM
Public Information (State) 4827A 26575
Public Liaison
Magazine & Feature Press ..... 22352 or 22353
Non-Governmental Organizations 22134
Public Correspondence (PA/PCD) 21393
Radio & Television 23656
Scholar-Diplomat Seminars (PA/PP/CS) 23340
Public Opinion Analyses
American Opinion 23376
Publications:
AID
"Agenda" Magazine 4898 28639
"Front Lines" Newspaper 4898 23755
Stock & Distribution B-927 28410
World Development Letter 4898 28646
State
Bureau of Public Affairs (PA/PC)
Single copies: Only of PA/PC publications 28872
Mailing List Inquiries 5815 29859
Quantity copies (10 or more) 29859
Control Officer 22518
Distribution, Extra Copies and Return of Surplus:
Congressional Documents B-845 22536
Regulations and Circulars B-845 21104
Regulations and Procedures B-845 21104
State Publications B-844F 22518
Editorial Offices:
Biographic Register 26513
Bureau of Public Affairs
Publications (PA/PC) 4831 ..... 22159 or 21208
Congressional Documents 22536
Department of State Bulletin ..... 20713 or 20712
Diplomatic List 20291
Employees of Diplomatic Missions 20291
Foreign Consular Offices in US 20706
Newsletter 4515 22019
Regulations and Circulars 21104
Treaties & Other International Acts ..... 21345 or 21736
Editorial Services 1847 22516
GPO Bookstores:
2817 21437
(Hours: Mon thru Fri 9:00 AM to 5:00 PM)
120 1776 Pa Ave 29668
(Hours: Mon thru Fri 9:00 AM to 2:00 PM;
2:45 PM to 5:00 PM)
Printing and Binding (**See** Printing & Binding)
Purchases
AID 282 SA-11 ..... (9) 235-9813
State (**See** Procurement Information)
Radio and Television Services (AID) 4883 20674
Receptionists
Office of the Secretary of State 7th Fl 21713
Office of the AID Administrator 5675 29030
22d & C St. Main Entrance (South Lobby) 28469
21st St (East Lobby) 20576
Records
AID
Filing System and Assistance 3417A 28518
Reference Center 1656 29345
Vault (Records Retirement) 29121
Vital Records Relocation B-461 28392
State
Filing Equipment and Supplies 1239 ..... 20491, 28806
Foreign Service Consultation 1239 ..... 20491, 28806
Management Assistance (FAIM) 1239 ..... 20491, 28806
Personnel Research and Reference Services
(PER/MGT/RMR) (State) 1826 23846
Reference Services (State)
Department and Post Files (FAIM/IS) 1239 20420
I0 Reference and Documents 3424 27992
Official Personnel Records (State) 23382
Passport (PPT communications)
260 SA-17 ..... (9) 523-4259
(PPT research) 484 SA-17 ..... (9) 523-4318
Personnel Locator Records (State) 23686
Retrieval FAIM/IS (State) 1239 29420
Telegraph (**See** Telegrams)
Visa (VO) 713 SA-2 ..... 21930 or 22921 or 21912
Retirement and Disposition
State
Boxes and Pick-up Service
(FAIM/IS/RSC) B-242 23532
Vital Records Relocation (FAIM/RSC) 1239 23525
Training 2130 23641
Recreation Association (RA) Office 2928 21628
(Hours Mon-Fri 8:30 AM to 5:00 PM)
Service Center (M-F 9:30 AM-4PM) 21928
General Manager 23574
Housing Manager 22839
Merchandising Manager 22263
RA Stores 21628
(Hours Mon-Fri 8:45 AM to 4:45 PM)
1776 Pa Ave Store (Basement) 724-9929
(Hours Mon-Fri 8:30 AM to 3:30 PM)
Reference Services (**See** Library & Reference Services:
See also Records)
Regulations, Manual Orders, & Circulars
AID
Copies (Distribution Services) B-927 28410
Issuances (MP/TWO) 1058 29762
State (Foreign Service & Departmental)
Additional Copies, Requests for B-845 21104
Background Files (FAIM/DIR) B-266 27969
General Information & Analysts
(FAIM/DIR) B-266 23602
(**See also** functional subjects in this Directory)
Reimbursement, Inter-Agency
AID 635 SA-12 20096
State 1133 21146
Repairs (**See also** Building Services, Minor)
AID
Furniture, minor 274 SA-11 ..... (9) 235-9820
Machines, Warehouse 72193
State
Furniture & Mechanical Equipment 1489 21220
Machines, Office B-234 22737
Safes and Filing Equipment 22880
Telephone (**See** inside front cover)
Repatriation and Financial Assistance (MEDEVAC)
4807 25225
Reporters, Conference
State 2105 ..... 21118 or 21119
Reports
Interagency (FAIM/DIR) B-266 23538

Management (FAIM/DIR) B-266 23538
Public Use (FAIM/DIR) B-266 23538
Representation 4811 22837
Reproduction (**See** Duplicating & Reproduction Services)
Research (non-official) in Departmental Records
615 SA-2 21934
Research (official) in Departmental Records (**See** Records)
Research and Institutional Grants (AID) 2744 21755
Retirement (AID) 118 SA-2 29062
Retirement (State) 1251 23342
Retrieval Services (**See** Records)
Safe Combination Changes 402 RPE (AID) ..... (9) 235-9727
Safety Officer
AID 274 SA-11 ..... (9) 235-9820
State 1490 ..... 20268, 21696
Savings Bonds
AID 508 SA-12 20024
State (OF/FD/P) 6701 SA-15 ..... (9) 235-9303
Schools American Overseas (A/OS) ..... (9) 235-9600
Schools Overseas Education Allowances
(A/ALS) ..... (9) 235-9466
Seamen & Shipping 4807 25225
Search & Rescue 4807 25225
Secret Service, U.S. 2240 29738
Secure Voice Operations 6442 22581
Security (State)
Command Center (SY/CC) 2435 22412
Domestic 3811 21435
Evaluations 2424 23142
Investigations 2418 23186
Locksmith (for security containers only) B240 22275
Officer 3811 21435
Overseas 3800 23122
Protective Security 2530 23897
Regulations (Physical) 3811 21621
Washington Field Office 4th floor SA-15 ..... (9) 235-9347
Security & Law Enforcement Liaison (**See** Liaison (State))
Security Regulations (Physical) (AID)
402 RPE ..... (9) 235-9727
Shipments
AID
Pouch B-461 28392
Supplies 282 SA-11 ..... (9) 235-9813
State
Official publications to the field B-844-F 22518
Supplies 282 SA-11 ..... (9) 235-9813
Shorthand Reporting (**See** Reporters, Conference)
Space Management & Planning 1493 (State) 20516
Space Planning 274 (AID) SA-11 ..... (9) 235-9820
Speaking Arrangements:
AID 4890 28194
State 28840
Speech Review (State) 22257
Speech/Manuscript Review (AID) 3316 21850
Suggestion Program 1822 23764
Supply Management Policy 509 SA-6 ..... (9) 235-9528
Tape Transcription Service 2212A 21102
Taxi Reimbursement Cashier (AID):
Lois Spinks (FM/CAD) 635 SA-12 20071
Telegrams
AID B-460 28384
State
Additional Copies
Call pertinent Message Center—
Message Center will call OC/T ..... 21380 or 23465
Cancel Transmission
Message Preparation and Introduction 5438 20595
Distribution
Office of the Chief 5440 23874
Traffic Research Section ..... 21380 or 23465
Incoming telegrams (Garbles or corrections)
Outgoing telegrams (Format and procedures)
Telegraphic Facilities and Operating Hours
Communications Center Officer 5440 21641
Telephone Equipment Survey 1493 (State) 23636
Telephone Services (**See** inside front cover)
Teletype Service Dispatch Agents 21491
Thefts 402-C RPE (AID) ..... (9) 235-9727
Third Country Representation 4811 22837
Title & Rank 2328 28452
Title VI Deputy Coordinator 5758 (AID) 27996
Title XII Executive Director 3720 (AID) 20802
Top Secret Material 5665 (AID) 28642
Tours of the State Department 23241
Training, Classes and Schedules (**See** FSI)
Transcription of Tapes (at the expense of the
requesting office) 21102
Translations (**See** Language Services)
Transportation Information
AID
Household and Effects Shipping and (Storages)
12A43A 28282
State
Incoming Household Effects & Removal from Storage
1244 21630
Shipment & Storage of Household Effects
1244 ..... 21624, 22087 or 20435
Incoming Air Freight 1244 21491
Inspections of Packing 1244 28783
Despatch Agency Liaison 1244 22587
Travel Advisory-Overseas (State) 23732
Travel Information
Advance of Funds
AID 503 SA-12 20140
Travel Advance Control
State (OF/FD) 6713A SA-15 ..... (9) 235-9326
Authorizations:
AID 1247 28280
State (Foreign Service) 1135 27820
Per Diem Rates ..... (9) 235-9516 or 235-9466
Reservations
AID
Domestic TDY 1247 28290
Foreign Service Personnel 1247 28280
Participants (Foreign Nationals) 12A45A 23900
Temporary Duty (International) 1247 28292
Combined Airlines Reservations Office rm 1243 NO
Combined Airlines Ticket Office rm 1241 TELEPHONE
(Hours Daily 9:30 A.M. to 5:30 P.M.)
Treaty Information
Foreign (US is not a party) 20380
United States ..... 21345 or 21736
Trucking Facilities B-229 (State) 21012

Tube Stations (AID)

OFFICE	TUBE	ROOM	PHONE	CLOSES
Telecommunications Br.	C-0	B460	28384	6:00
Mail & Mtr. Br.	C-6	B461	28392	5:20
ES	B-3	5655	28642	5:20

See also Communications and Records Service Center

Tube Stations (State) (**See** Message Centers)
Typewriter Repair
AID 72193
State (OPR) 22737
Uniform Directives
(STATE/AID/USICA) (FAIM/DIR) B-266 23603
University Relations (AID) 509 SA-18 ..... (9) 235-9054

Valet Shop B-236 ..... (9) 628-3835
(Hours Mon-Fri 8:00 AM to 6:00 PM)

Visa Information:
State 605 SA-2 21972

Voting Officer (Overseas)
AID 100 SA-2 22954
State 4811 23444

Vouchers
Information (State) (OF/FD)
6713A SA-15 ..... (9) 235-9321 or (9) 235-9322

War Damage Claims 4811 23712
Warehouse (State) SA-4 ..... (9) 339-7005
Warehouse (State) SA-7 78995
Washington Finance Center (OF/WFC)
7705 SA-15 ..... (9) 235-9381
Washington International Center
1630 Crescent Place 29671
Watch Officers (State) (**See** inside front cover)
Welfare & Whereabouts of Americans
abroad 4807 25225
Women, Status of 4427 29040

A

Abbott Walter R Jr OC/T 5440.....21642
Abboud Shirley Z CA/CCS/NEA 4817G.....23238
Abdalla Shauna R S/P 7419.....20434
Abdel-Shahid Grace M/FSI 826 SA-3.....(9)235-8822
Abdulmalik April B PM/SA 7428.....24762
Abell Nancy C CA 6811.....21488
Able Patricia J PER/CCA 2421.....22508
Abney Charline E PPT 260 SA-17.....(9)523-4260
Abraham Luberta S/S-EX 7517.....20208
Abrams Arthur H OC/T 5440.....23455
Abrams Arthur P OC/P SA-4.....(9)339-7005
Abrams Manuel A/CDC 1239.....23209
Abston O Gene S/IG/IS 2317.....20152
Aceto William F BF/FS/AD 4705 SA-15...(9)235-9244
Acker Ella D OPR/STP 532 SA-6.....(9)235-9513
Acker Ronald L CA/VO/P/IW 712 SA-2.....21949
Ackerman Charles T Maj ACDA 4660.....28659
Ackerman Karl D A/SY/DASS 2513.....21536
Acklin Sharon R PPT/O/E 1821A.....28814
Acquavella Joseph F A/ROC-ARA 44A20.....21475
Acton Benjamin A A/ISO 1921.....22139
Adair Barbara M EB/TCA/AN 5531.....21233
Adair Marshall P EB/ORF/TRP 3421.....20612
Adams Alvin P EB 6822.....21733
Adams Ashley A OPR/STP SA-7.....78995
Adams Clifford FAIM/PS 1758.....29570
Adams Donald L INR/DDM/EX 6645.....21464
Adams E Avery Jr REE/BEX 7314 SA-15...(9)235-9399
Adams Henry L OC/P SA-4.....(9)339-7005
Adams Janice E FAIM/PS 1841.....21053
Adams John H CA/VO/L/C 700 SA-2.....21896
Adams Juanita PA/PC 4831.....20712
Adams Madison M Jr ARA/ECA 4908.....22401
Adams Marianne L M/FSI 906 SA-3.....(9)235-8802
Adams Martin P INR/OIS/CIS 6510A.....20808
Adams Preston Z FMAS/GS 1493.....23636
Adams Sheryl R A/EX/PMD 1886.....23232
Adamson John Jr FAIM/PS 1756.....20550
Adler Julian G A/ISO 19A14A.....28446
Aerni Larry R PPT 232 SA-17.....(9)523-4408
Aguilera Mary-Monica T PER/PE 2803.....23412
Ahern Maureen E M/MED 2906.....29801
Aherne Richard W T 7208.....20005
Ahlschwede Billy J EUR/EX/PMO 5428.....23326
Ahmad Sharon E EUR 6219.....21752
Aikin Barry J OC/T 5638.....20429
Ainsworth Thomas W A/CDC/MR 1239.....20565
Akerman David A A/SY/WFO 4th Fl SA-15.(9)235-1045
Akins Dorothy B PPT 414 SA-17.....(9)523-4265
Alba Isaias III H 7258.....20430
Alba Joann G FAIM/PS 110 SA-1.....25001
Albamonte Elena M PA/PC 5817.....28156
Albamonte Marion PER/FCA 2830.....29412
Albaugh Richard D/SDBU 528 SA-6.....(9)235-9524
Alberti Francesco PM 2E1017 Pentagon..(9)697-3800
Albrecht Anthony C EA/EP 4206.....24835
Aldrich George H S/AR 6311.....29260
Alessi Victor E ACDA/ISP/SA 4923.....23375
Alexander Betty J FAIM/PS 1758.....29570
Alexander Claire W A/EX/PMD 1880.....26550
Alexander Judith ARA/CCA 3250.....21503
Alexander LaVerne R CA/VO/P/C 713 SA-2.....21943
Alexander Lewis M INR/RGE 8742.....21428
Alexander Linda M OC/P B528.....22936
Alexander M Beverly AF/W 4250.....20902
Alexander Marie SSM 5212.....23592
Alford Carolyn S ACDA 8th fl SA-6.....(9)235-9550
Alford Dominic R PPT 210 SA-17.....(9)523-4335
Alford M Arlene INR/OIL 8667.....20387
Algire Wayne W A/SY/FO 38A00.....23122
Alicie Geri L OC/PE-L SA-7.....71416
Allais Robert E FMAS/GS 1493.....23636
Allan L Stuart EB/IFD/BP 3827.....23491
Allder Lois L L/T 5420.....21736
Allee Catherine L CA 6811.....21488
Allen Carolyn ARA/ECP 3234.....23341
Allen Catherine C NEA 5254A.....20930
Allen Edward L FMAS/GS B229.....23936
Allen Glenn I SY/WFO 4th Fl SA-15.....(9)235-9363
Allen Huldah R CA 6811.....22448
Allen Loretta EUR/RPM 6227.....22881
Allen Robert N INR/RAR 7532.....20814
Allen Terrell A FAIM/PS 1758-D.....29570
Allen Thomas F SY/T 3810-A.....20914
Allena Sheila M PER/PPM 4419.....23205
Allenbach Dawn M S/CPR 1238.....21144
Alley Dee J FS/FD/V 6713 SA-15.....(9)235-9326
Alley Gary J M/FSI 604 SA-3.....(9)235-8827
Allingham David L GSA 1481.....20186
Allitto J Anthony PM/SAS 7418.....23876
Allitto Kathleen EA/PRCM 4318A.....26300
Alsop Frank A OC/PE-R 1402 SA-7.....72216
Alspaugh Clarence H A/FBO 306 SA-6....(9)235-9477
Alston Deena M M/MED 2906.....22198
Alston Doris I PER/MGT/OS/IO 1336.....22098
Alvarez Mirta ARA/USOAS 6918.....20784
Alvarez Raymond L EB/CTA/OCA 3334.....21445
Amato Allyn J EA/P 4207.....22527
Amburn Gladys M INR/REA 6510A.....21024
Ames Beverley J S/P 7419.....20399
Ames David E A/ISO/FADPC 1921.....20194
Anagan Cleo PER/REE 7314 SA-15.....(9)235-9233
Andersen Henry S OES/OMS 5801.....29039
Andersen Loralyn FMAS/LS 2208.....20525
Andersen Walter K INR/RNA/SOA 4636.....22756
Anderson A Dwight WRDCO 801 SA-6.....(9)235-9614
Anderson Barbara T REE/REC 7526 SA-15.(9)235-9376
Anderson Brenda M REM/BEX 7314 SA-15..(9)235-9388
Anderson Carol EB/IFD/ODF 2592A.....29426
Anderson Christine E PPT 414 SA-17....(9)523-4265
Anderson David EUR/CE 4232.....21484
Anderson David S/S 7224.....28448
Anderson Donald M EA/PRCM 4318-A.....26300
Anderson Dorothy SY/MGT/DIS 2426.....20817
Anderson Earle E EUR/EX 5428.....23279
Anderson Edward T FAIM/IS 1239.....20428
Anderson Erna M INR/OIC/CIS 6510-A.....20808
Anderson Gloria E CA/VO/P/IW 712 SA-2.....21963
Anderson Kathleen B IO/IBC/BA 5336.....22330
Anderson Lorraine P PER/ER 1822.....22241
Anderson Margaret D M/EEO 3214.....29040
Anderson Paris R Jr A/OPR 535 SA-6....(9)235-9585

Anderson Sidney D ACDA/A 5725.....23442
Anderson William W A/SY 4th Fl SA-15..(9)235-9360
Andranovich Andrew PM/MC 800 SA-6.....(9)235-9764
Andre John H ARA/ECA 4908.....20655
Andreani Ronald G BF/FS 6205 SA-15....(9)235-9413
Andrews Christine R OCT 5440G.....23418
Andrews George R PER/FCA/SO 2809.....21416
Andualem Mulugeta M/FSI 5205 SA-15....(9)235-1537
Angevine Charles E EB/ICD 3531A.....22231
Angulo Charles B PER/MGT 2137.....29432
Annigian Lucille PM/EX 7320.....24820
Antal Elizabeth F M/MED 2906.....23552
Antila Lucille J PPT 584 SA-17.....(9)523-4318
Antoni Mary J M/MED 2256.....29801
Arabian Donald D A/SY/SAS 2236.....21040
Arbelaez Vincent M/FSI 504 SA-3.....(9)235-1492
Arbogast John R L/OES 6420.....21043
Arbuckle Patricia M M/MO 7527.....22355
Archer James M AF/EX 3517.....20744
Arellano Richard G ARA 6263.....28386
Arenales Alfonso AF/C 4238.....20725
Arendt Richard D EB/IFD 4828.....23024
Arensburger Dimitri FMAS/LS 2212.....23492
Argoff H David M/FSI 700 SA-3.....(9)235-1525
Arietti Michael R NEA/ARP 4224.....23121
Armacost Michael H EA 6208.....23368
Armon Marilyn E PPT 584 SA-17.....(9)523-4318
Armor William D A/SY/PRS/DD 2519.....23914
Armour Mary C OC/T 5440.....21640
Armstrong Edward C O/ISO 1921.....27764
Armstrong Eunice PPT/WNA 216 SA-17....(9)523-4336
Armstrong Frances A L/ARA 5527A.....22160
Armstrong Margaret R OES/O 5801.....22798
Armstrong Margie M CA/VO/P/IW 712 SA-2.....21963
Armstrong William Jr NEA/EX 6243A.....20626
Arnaudo Raymond V OES/OFA 5806.....25690
Arnett Barbara A OC/T 5440.....23455
Arnold Elizabeth SCA/SCS 1809.....22617
Arp Merle E CA/EX 4824.....23293
Arroyo Jose L OPR/STP SA-7.....78995
Arthur Dorothy A BF/FS/FD 6713A SA-15.(9)235-9322
Arthur Lawrence L HA 7802.....22551
Artis Annie M PPT 210 SA-17.....(9)523-4435
Artis Ella L PPT 210 SA-17.....(9)523-4335
Ashley Fredrick C INR 8646.....20950
Ashley Rachel C EUR/SOV 4219.....22137
Ashworth George W ACDA/D/C 5923.....24924
Aslan Zaki A FMAS/LS 2204.....20662
Asteriou Socrates J INR/RSE/EE 4751-A.....29198
Athey Mary R PPT 210 SA-17.....(9)523-4376
Athos Anne ACDA 5720.....22035
Athos Janet ACDA/PA 5443.....27230
Atkins Katherine H S/IG 2317.....20152
Atkins Leland K OC/PE-L SA-7.....71444
Atkins Rhoda M PPT 414 SA-17.....(9)523-4265
Atwood J Brian H 7261.....28774
Aubuchon John W OC/PE-I 2402 SA-7.....79502
Auerbach Steven O/ISO 1921.....20240
Auerswald Paul E PA/PC 4831.....23656
Augustine Janet T A/ISO 19A16.....28820
Augustus Richard A OCT/MPI 5438.....20595
Austin Doris E IO/IBC/SC 5336.....22753
Austin James A A/ISO 12A59A.....22845
Austin James R A/ISO 1921.....23789
Austin Joan B FMAS/VS B258.....21082
Austin Kathleen T AF/EX 3517.....20744
Austin Marguerite PPT/O/SID 358 SA-17.(9)523-4319
Austin Robert D Jr NEA/EX 4243.....21234
Avelar Maria Raquel M/FSI 614 SA-3....(9)235-8834
Averett Unia Sue M/FSI 212 SA-3.....(9)235-8721
Avery Barbara J PPT 362 SA-17.....(9)523-4422
Awagain Albert E M/MED 2913.....23527
Axelrod Philip A/CDC 1239.....23209
Aylmer Robert R S/S-EX 7517.....22293
Ayres Kathryn A K CA/VO 712 SA-2.....21941

B

Baas Marc EB/OT/TA 3822.....21718
Babcock Dwight C M/MED 2906.....22872
Baber M Sharon CA/VO/P/IT SA-2.....22892
Bacak Walter W SY/POS 2509.....23897
Bacchus William I M/DGP/PC 6216.....25158
Bachhuber David H DG/MED 2906.....23554
Bachmann F Brenne PER/FCA/TL 26A07.....23308
Backus Paula I PPT 210 SA-17.....(9)523-4335
Bacon Barbara A FAIM/PS 1853.....21632
Bader Maureen U FAIM/PS 110 SA-1.....25004
Baehler David M PA/HO 3100 SA-1.....21266
Baer Bernice IO/IWP 1427.....26906
Bafford Lloyd E S/S-I 7241.....23836
Bagnal John E SY/OPS/T 38A00.....29366
Bagnall Richard D FMAS/VS B-258.....21082
Bahti James H P/BFS 3835.....21060
Bailly Jean U L/EB 6420.....21572
Baird James R OC/T 5440.....21870
Baith Daniel B OC/PE-R 1402 SA-7.....72216
Bajusz William ACDA/WEC/SAS 5846.....21623
Bake Mary L EA 6209.....20273
Baker Elizabeth M L/AF 5417A.....23737
Baker John A RP 7532.....28870
Baker R Stevan STP/TO 1244.....22087
Baker Richard P 7240.....20356
Baker Rita M FAIM/PS 110 SA-1.....24758
Baker Stephen P SY/SD 2519.....23914
Baker Tura L FAIM/IS 1239.....28459
Balderson Mildred E L/C 5421.....21365
Baldridge James E OPR/STP 535 SA-6....(9)235-9584
Bales David L OC/T 5440.....23455
Baliles Marcella M CA/PPT 628A SA-2.....27974
Ball Ronald S/P 7419.....20993
Baltimore Richard L III S 7226.....29572
Bandler Donald K AF/I 5232.....22405
Banks Anita D S/S-O 7516.....21530
Banks Bernice J FAIM/PS 1758.....29570
Banks Mary L PPT 414 SA-17.....(9)523-4265
Banks Sandra D PPT 362 SA-17.....(9)523-4427
Bannerman Robert B A/SY/T 38A00.....20194
Bannon Brian ACDA/GC/CON 804 SA-6.....(9)235-8249
Banque Robert T EB/OT/GCP 3830.....21966
Banyas Joseph G A/EX/FM 3424.....28920
Baquet Charles R OPR/FMAS 1417.....23106
Baranello Cindy EA/EX 4315.....28314
Baranowski Stanley Jr OC/PE-M 5435.....23430
Baraz Robert H INR 4758.....29194

Barber Albright FMAS/GS B 229.....21672
Barbian Paul E EB/ORF/FSE 3524A.....20753
Barbis George M S/R 7526.....25822
Barbour James L PA/PP/SU 5831.....28805
Barbour Kathryn A M/FSI 100 SA-3.....(9)235-8764
Barcas John A EB/ICD/TRP 3421.....22295
Barcham Michael A PPT 700 SA-17.....(9)523-4249
Bare Gordon C ACDA/WEC/ATD 435 SA-6...(9)235-1062
Barkett Samuel D A/SY 4th Fl SA-15....(9)235-8504
Barmon Ward D EUR/RPE 6428D.....20740
Barnebey Malcolm R ARA/AND 5906.....21715
Barnes Donald F FMAS/LS 2212.....23492
Barnes Earnestine PPT 210 SA-17.....(9)523-4335
Barnes Harry G Jr M/DGP 6216.....29898
Barnes Janice K OES/OMS 5801.....23262
Barnes Laura T D/LOS 4321.....20051
Barnes Marsha E D 7222.....21092
Barnes Robert O CA/PPT 316 SA-17.....(9)523-4289
Barnett Esther F FMAS/LS 2206.....20662
Barnett Forrest W PM/SA 7428.....23136
Barnett Patricia G INR/REA 8647.....22061
Barnett Thomas J LtCdr ACDA/ISP/SA 4495.....20834
Barr Alfred R ACDA/WEC/ATD 435 SA-6...(9)235-1062
Barr Brady G REE/BEX 7314 SA-15.....(9)235-9231
Barrero Manuel A M/FSI 502 SA-3.....(9)235-8834
Barrett Margaret M IO/M/SC 5336.....21547
Barry Catherine S/S-O 7516.....21512
Barry Julia E ACDA/D 5499.....22069
Barry Mary R CA/OCS/CCS/EUR 4811E.....23712
Barry Robert L EUR 6219.....21126
Barry Timothy M PPT/S/PS 302 SA-17....(9)523-4230
Barsoum Elias S M/EEO 3214.....23470
Barsy Janet ACDA/GC 5635.....28064
Bartee Patricia A CA/VO 811 SA-2.....21995
Bartenstein Thomas E M/FSI 207 SA-3...(9)235-8721
Barthelemy Thomas ACDA/MA/IR 5499.....21578
Bartholomew Reginald PM 7317.....29022
Bartlett Bradley A PPT/O 358 SA-17....(9)523-4319
Bartley Denise M INR/RAR 7534.....21219
Bartley Oler A T 7208.....20004
Bartnik Casimir J L/T 5420.....22716
Bartz Carl F S/FSG 430 SA-6.....(9)235-9865
Basek Gary S EB/TRA/MA 5826.....20705
Bash Thomas A M/FSI 207 SA-3.....(9)235-8722
Bassler Kimberley A EUR/NE 4511.....21775
Batt Eugene P PER/MGT/HRM 2137.....28934
Batte Virginia EB/IFD/OIA 2533A.....22583
Batten Victoria A CA/PPC 4800.....23732
Battle Gladys T L CA/OCS/EMR 4811.....20099
Bauer Mary K SY/SD 2519.....23914
Baumann Carol E INR/DDP 6535.....21038
Baumann Linda A L/EUR 5417A.....21217
Baumann Walter L ACDA/GC 5534.....23530
Baumgartner Thelma L OPR/STP 1048-A.....22988
Baxter Craig OES/SCT 4330.....29042
Bay Janice F EB/OT/GCP 3830.....21966
Bayard Carlton A WRDCO 801 SA-6.....(9)235-9614
Bayen Walter F BIC/OMP/CRD 7721 Commerce....20623
Baysden Alton R A/SY/I/GIB 2418.....20408
Beach Barbara J OES/NEC 4327A.....23730
Beadle Susan EB/IFD/OMA 4830.....22580
Beales Robert W NEA/IRN 5252A.....20639
Bean Don E M/FSI 806 SA-3.....(9)235-9565
Beard Arlynn E OC/PE-L SA-7.....71416
Beard Shirley J FMAS/GS 1493.....21666
Beasley John A COMP/FO/AD 6110 SA-15..(9)235-9414
Beatty Gwendolyn C OES/PAS 3536.....22764
Beaudry Robert M EUR/RPE 6517.....20310
Becht John A A/SY/I/WFO 4th fl SA-15..(9)235-9363
Bechtold Peter K M/FSI 402-A SA-3.....(9)235-8844
Beck Nancy L PA/PRESS 2109.....22492
Beck Doris A OES/OMS 5801.....29038
Becker Carol A FAIM/LR 3239.....20486
Becker Jane E S/S-O 7516.....21512
Beckett George S SY/PTS 7943 SA-7.....(9)557-2464
Beckham Robert W ARA/CAR 3242.....23447
Beckner Michael W A/SY/FO 38A00.....23123
Bedrosian John INR/RNA 4524A.....21889
Beers R Rand PM/SA 7428.....24761
Beigang Helga I IO/OIC 1517.....22078
Beigel Edgar J EUR/WE 5232.....23746
Belasco Amy F GAO/ID 2536A.....21588
Bell Aili R M/FSI 806 SA-3.....(9)235-8821
Bell Genevieve S L/T 5420.....20464
Bell Larry N WRDCO 801 SA-6.....(9)235-9615
Bell Mary L PER/ES/RET 1251.....23342
Bell Paul C FMAS/VS B-258.....21082
Bell Susan J PER/FCA/A 2820.....29428
Bell Virginia A M/MO 7423.....22227
Bellamy Bret D PA/HO 3100 SA-1.....25994
Bellamy Conrad L EA/PRCM 4318A.....22535
Bellamy Lonnie L FAIM/LR 2442-C.....22053
Bellamy Vernell P FADRC/DR/RT 1239.....20422
Bellamy William E PER/MGT 2133A.....28116
Bellamy William M S/S-O 7516.....21512
Bello Judith H L/EB 6420.....23970
Belousovitch Igor N INR/RSE 4844.....29204
Belt Richard D CA/OCS/EMR 4807A.....25225
Beltz David D OC/PE-M 3536.....23430
Bemis H Jonathan INR/RSE/FP 4843.....29201
Bencsik Adeline D L/T 5420.....23073
Benedick Richard E OES/CP 7825.....23472
Benedict Gloria K EA/EX 4313A.....23102
Benedict Lawrence N NEA/PAB 5247.....20466
Benigsen Nicholas G EUR/SOV 4219.....28670
Benjamin Jessie M PPT 414 SA-17.....(9)523-4265
Benner Jo Anne L OC/P SA-4.....(9)339-7005
Bennett Frank C Jr EA/ANZ 5210.....29690
Bennett Joyce M EA/TIMBS 5206.....23276
Bennett Laurie J L/T 5420.....23021
Benoit-Torre Betty A EUR 6219.....21752
Benson Edward L JR OC/PE 2107 SA-7.....79529
Benson Margery C INR/RSE/EE 4751.....28539
Benson Rhonda S FS/FD/V 6804 SA-15....(9)235-9330
Benson Stuart E L/EB 6420.....20446
Bentel John A S/S-I 7241.....23836
Benton Phyllis M PA/PP 5827.....28840
Bentz Carlton L A/OS 234 SA-6.....(9)235-1763
Berenson Alan W S/IG/IS 2317.....20152
Bergamaschi Dorothy E INR/DDR/RGE 8742.....21935
Berger Helen L PER/MGT/OS/CC 1818.....21224
Berger Mark S NEA/IAI 6247A.....22647
Berger Robert J OC/T 5638.....20429
Berger Samuel R S/P 7312.....29571
Bergin Peter E A/EX/PMD 1880.....26550
Bergold Celeste M FMAS/LS 2204.....28916

Bergstrom Alan H NEA/AFN 5248A.....29373
Berlind Alan D/LOS 4321.....29098
Berman Beatrice CA/CEC/EMR 4807.....24997
Berman Joseph D A/ISO 12B60.....23058
Bermingham James F A/SY/FO 3800A.....23122
Berna Ann L A/ISO 19A14.....22961
Bernard Dee OES/OFA 3210A.....22009
Bernitt Roderick COMP/FO/FD 6804 SA-15(9)235-9331
Bernstein Alvin E STP/S 535 SA-6.....(9)235-9525
Berry Ann R EB/ITP/TEX 3333.....22690
Berry Carson M INR/CIS 7516.....22585
Berry Maxwell K AF/E 5240.....23040
Berry Ruby A OES/NEP 7828.....29826
Berry Thelma R OC/T 5440.....21640
Berry Wade H COMP/AD/SAC 4705 SA-15...(9)235-9244
Berryhill M Lanah EUR/CE 4228.....23020
Bertoni Shirley S L/T 5420.....21440
Berube Elizabeth J CA/VO/F/P 815 SA-2.....21917
Besson Windy K PER/CCA 2421.....23352
Betancourt Edward A CA/PPT 5813.....22836
Betleski Clinton A EUR/CAN 5227.....23213
Bettauer Ronald J L/N 6420.....20495
Better Franklin A CA 6811.....21541
Bettis David R SY/SD 2519.....23914
Beverly Mazie L FAIM/PS 1758.....29570
Bevins Randall J CA/PPT 5813.....28042
Beyer Gordon R AF/E 5240.....29742
Biancaniello Rose M H PM/MC 800 SA-6..(9)235-9767
Bibbs Ida L A/CDC 2811.....25207
Bibbs Stewart Jr PPT 484 SA-17.....(9)523-4277
Biddick Thomas V EA/PRCM 4318A.....21004
Bider Lorice M S/PH 7329.....23250
Biedrzycki Edward F OC/PE-E 2317 SA-7.....79384
Bielak Peter P ARA/USOAS 6917.....21335
Bietry Arline J AF/E 5240.....28852
Bigelow Lee S PER/FCA/EA 2332A.....23312
Bigler Patricia P M/COMP/FO 7701 SA-15(9)235-9381
Bikoff Nancy L BIB 430 Exec.....(9)254-8040
Bilal Devonne T CA/EX/AP 1813.....26783
Billauer Shirley B PPT 232 SA-17.....(9)523-4408
Biller Joel W EB/CTA 3336.....21498
Billick Barbara T EUR/RPM 6513.....21308
Billings Phyllis M SCA/VO 712 SA-2.....21963
Binder Charlie Mae S/S-I 7241.....23836
Binetti Dominick A GAO/ID 5915.....20602
Bird Mary FMAS/LS 2204.....20582
Birdas Mary A L/UNA 5425A.....27872
Birkner Linda K M/FSIO/SLS 901 SA-3...(9)235-8816
Bischoff William E A/OC/RCPO/ARA 44A20.....20864
Bisdee Sharon C M 7207.....21500
Bishop Boyd EUR/CE 4234.....20289
Bishop Henry A/SY/I/WFO 4th Fl SA-15..(9)235-9345
Bishop James K NEA/AFN 5248-A.....20714
Bishop Rodwell OC/T 5440.....22711
Bivens Kirk W OC/T 5440.....23455
Bivings Ezell Jr OC/P-O B-528.....23094
Black William EB/IFD/OIA 3827.....20862
Blackburn Jacob F OES/SAS 4333.....22841
Blackburn Martha J OES/OMS 5801.....20853
Blackburn Robert Q Jr A/SY 4719 SA-15.(9)235-9348
Blackiston Slator C A/CDC 1239.....23209
Blackmon Joyce C EA/PRCM 4318A.....21322
Bladen Melvin D Sr OC/T 5440.....20595
Blair Edith D S/CPR Blair House.....29825
Blair Jack A Jr OC/PE-R 1402 SA-7.....72216
Blair Madge M FMAS/ESC 2258.....22348
Blair Robert L OPR/STP SA-4.....(9)339-7001
Blair William D Jr PA 6804A.....20954
Blake Earlene L PPT 414 SA-17.....(9)523-4265
Blake James J FSI/ES 1209 SA-3.....(9)235-8766
Blakeburn Paul EB/OA/AN 5531.....22654
Blakely Sidney H A/ISO/FADPC 1920E.....23164
Blakemore David EA/K 5315.....27717
Blanchard Jack W OEA/ENH 7820.....25748
Blanchard Philip C OC/T 2306 SA-7.....79386
Blanchette Harry A S/IG/IS 2317.....20152
Bland Bernita M ACDA 4660.....23833
Bland R Marie PA/PP 5831.....23340
Blase Sam E OC/PE-L SA-7.....71416
Blasenstein Gerald J A/ISO/SDP 1920.....20277
Blaylock William D ACDA 5749.....21296
Bleakley Kenneth W EA 6206.....22146
Blechman Barry M ACDA/WEC 5843.....29472
Bleecker Ann G IO/EX 4336A.....21525
Bleske August J OC/P B528.....22936
Blevins Edward INR/EX 6743.....21565
Bloch David CA 4824.....23119
Bloch Felix S S/IG/IS 2317.....20152
Block Herbert INR 8722.....20452
Block Stephen M PER/FCA/POL 2417A.....29776
Blodgett John Q A/CDC/HR 1239.....23715
Blodgett John S AF/C 4238.....20996
Blohm Robert ARA/AND 5906.....25880
Blood John V PPT 414 SA-17.....(9)523-4265
Blount Guy L Jr OC/PE-PT SA-7.....78640
Blount Tina L PM/SAS 7418A.....27774
Blowers Jay H IO/UCS 515 SA-2.....22786
Blue Cecilia PPT 414 SA-17.....(9)523-4265
Blum Charles H EB/OT/STA 3827.....29452
Blum Daniel J S/S-O 7516.....21512
Blumberg Robert C D/LOS 4321.....29616
Blumenthal Sylvia B INR/DDC/OIL 8646.....20371
Blumle Mary L CA/FS/E-C 2417A..... 29764
Board John M CA/PPT/O/SIC 334 SA-17...(9)523-4315
Boatman Jacqueline P EB/OT/TA 3822.....21718
Bobbitt Gary D OC/TR 2130.....21584
Bockus Linda L A/SY/EX/RSB 2428.....21340
Bocskor David P A/SY/WFO 4th Fl SA-15.(9)235-1028
Bodde William A Jr EA/PIA 5210.....23546
Bodeen Dorothy A INR/PMT 6638.....22358
Bodine Barbara K NEA/ARP 4224.....23121
Bodron Margaret M ACDA/WEC 435 SA-6...(9)235-1061
Boehm Edward G D/HA 2526.....22306
Boeker Paul EB 6828.....27950
Bofinger Paul C L/EX 5425.....20460
Boggs William D PA/OAP 6805.....22376
Bogosian Richard W EB/OA/AN 5531.....22191
Bograkos Karyn V S/CPR 1238.....21276
Bohlen Avis EUR/SOV 4225.....23350
Bohnsack Barbara A PER/FCA/ARA 2336.....29731
Boldy Ruth A EUR/SOV 4229.....22577
Bolij Genevieve IO/SCT 1429.....23511
Bolka Dorothy R CA/VO/P/IT 605 SA-2.....21972
Boller Barbara PA/PP/S 5831.....24973
Bolton Charlotte A PPT 414 SA-17.....(9)523-4265
Boman George LtCol ACDA/NP/NE 4951.....21140

Bonard Bonna L INM 7331.....26642
Bond Clifford G EB/IFD/OIA 2535.....21448
Bond Stephen R L/UNA 5425A.....21320
Bonielle Susana C EB/ORF/ICD 3527.....21254
Bonilla-Sosa Victor ARA/AND 5906.....27561
Bonner Della J INR/P 6845.....28686
Bonner Douglas G BF/OF 6604 SA-15.....(9)235-9341
Booher Donald C ACDA 5637.....23247
Boone Louise T PPT 562 SA-17.....(9)523-4295
Booth Cecelia Y PPT 210 SA-17.....(9)523-4335
Booth Edward D FAIM/IAP 1239.....22856
Booth Ernest W SY/DIS 2430.....20634
Booth Georgia S S/CPR 1238.....23610
Booth Lester O FAIM/PS 1758.....28483
Booth Richard T ARA/RPP 5909.....20883
Booth Rogert G ACDA/MA/AT 5499.....23422
Booth Suzanne D IO/AGR 4808.....22525
Booth Thomas E PPT 250 SA-17.....(9)523-4377
Booze Ellsworth M PPT 358 SA-17.....(9)523-4319
Booze Walter J FMAS/VS B-258.....21634
Boozer Russell B PER/CCA 2421.....27151
Borchert Robert SY/WFO 4th Fl SA-15...(9)235-9364
Bordley Donna S EUR/EX 5428.....23326
Borek Ted A L/PM 6429.....20321
Borem Mary Ellen EUR/RPM 5430.....22188
Borg Arthur C S/IG/IS 2317.....20152
Borg Parker W AF/W 4250.....20902
Borich Joseph J EA/PRCM 4318A.....21436
Boright John P OES/NTS 7828.....23310
Borissow Kyrill Jr M/FSI/SLS 800 SA-3.(9)235-8822
Born Donald W AF/EPS 5242A.....23504
Borough Ella M EUR/EX/PMO 5428.....23327
Bost Steven A COMP/FO/FD 6701 SA-15...(9)235-9332
Bostain James C M/FSI 906A SA-3.....(9)235-8803
Bosworth Stephen W EB/ORF 3529.....21625
Boteler Robert W A/SY/DO 3811.....20746
Boteler Thelma G M/COMP/BP RC 1129A.....20999
Bothe Gahl H S/CPR 1238 21276
Botts Dorothy P A/OC/T 5440.....21380
Boudreau Paul E FAIM/IAP 1239.....20769
Bourbon Philip J PER/CCA 2421.....20485
Bourque Denise M/FSI 800 SA-3.....(9)235-9562
Bow Carolyn D OB/R 1331.....20728
Bowden Eugene C FMAS/GS 1493.....28209
Bowden Karen A PM 7317.....20440
Bowen John W IV EB/OT/TEX 3333.....22062
Bowen Robert G FAIM/IAP 1239.....27767
Bowers Charles R EUR/EX 5424.....20519
Bowie Barbara J HA/HR 7802.....20798
Bowie Thomas D A/CDC 1239.....23209
Bowlding Lawrence OES/EX 7818.....20589
Bowler Melinda K OES/ENH 7820.....24826
Bowles Jean M/COMP/BP/RC 1129.....20960
Bowling Michele J PA/PC/CM 5819A.....28144
Bowman David D OC/T 5440.....27995
Bowyer David A/PMD 1880.....26550
Boycott Donna L M/FSI/SPS 800 SA-3....(9)235-9562
Boyd Alan S EB/TCA/OA 5830.....24668
Boyd Barbara J FAIM/IS 1239.....20428
Boyd Gavin C OICR/ALP/ITA 7717 Com.....20286
Boyd I Elizabeth EA/P 4207.....22527
Boyd John A L/M 4427A.....29516
Boyd Mary B ARA/PPC 6915.....20726
Boyer Neil IO/HNP 4334A.....20590
Boyett Mark C A/SY/SD 2519.....23914
Boyke Robert A/SY/PSI 2418.....20408
Boyle Walter F A/S&I/WFO 4th FL SA-15.(9)235-9350
Boynton Alice F A/OC 44A26.....21002
Bozilov Lois L EUR/SE 5509.....28590
Bozworth Jeffrey L A/SY/I/WFO SA-15...(9)235-9345
Brack Terrance R STP/TO 1244.....23176
Bradke Robert A EUR/EE 5219.....23747
Bradley Phyllis J PPT 414 SA-17.....(9)523-4265
Bradtke Robert A EUR/EE 5219.....23747
Braibanti Ralph L ARA/CCA 3250.....21503
Brainard Alfred P IO/PMS 6808.....28589
Brakel Gloria J M/FSI 502 SA-3.....(9)235-1489
Bramante A Donald A/IG/IS 2317.....20152
Bramble Joanne K EUR/CAN 5227.....23222
Branch Sherrilyn D FAIM/IS 1239.....22556
Branch Stuart E A/OC 44A26.....21000
Brand Robert R A/SY/PRS/DD 2519.....23914
Brandt Frederick C SY/OPS/T 3810A.....20914
Brandt Mary M L/T 5420.....21345
Brandt Mary R RP 505 SA-2.....28569
Brandt Wilhelmina PER/REE 7600 SA-15..(9)235-1012
Brannigan Margaret A E 7250.....29333
Brannock LeRoy A OC/P B-528.....21090
Brathwaite Cecil H CA/VO/L/A 611 SA-2.....22920
Brattain Steven M EB/IFD/BP 3331.....20889
Brawn Edwin L A/ISO 1921.....23813
Bray Gary ACDA/NP/NE 4923.....27904
Brazeal Aurelia E ARA/ECA 4906.....21551
Breer William T INR/REA/NA 8840.....21179
Breland Carlus W GAO/ID 2735B.....24325
Bremer L Paul S/S 7224.....28448
Brencick William J EUR/SOV 4229.....23456
Brenenstuhl Jane L NEA/EX 4249.....23251
Brenna Delores G M/DGP/PER 6216.....29438
Brent Tonie G PPT 414 SA-17.....(9)523-4265
Brew William R EB/IFD/BP 3331.....23019
Brewin Roger C IO/AGR 4808.....22525
Brewster Robert C S/IG 6821.....28842
Brewster William J OC/DCO 44A22.....22428
Bridges Peter S IO/UNP 6334.....22392
Briggs Everett E ARA/MEX 4917.....29894
Briggs James E M/MO 7529.....22328
Brill Kenneth C AF/E 5240.....20668
Briscoe Melvin J PA/EX 6807.....21026
Briscoe Shirley A ARA/ECP 3234.....23141
Brishton Michael PPT 302 SA-17.....(9)523-4230
Brittian Robert M SY/PRS/DO 2519.....23914
Broadhurst Angelique R FAIM/PS 1758.....29570
Brockenborough Janett ACDA/MA/IR 5919.....21279
Brod Vittorio EUR/WE 5230.....28210
Brodine Charles E M/MED 4253.....25337
Brody Clifford L HA/HR 7802.....20798
Broe Patricia EB/CTA/TD 5822.....22593
Brogan John A BEX 7314 SA-15.....(9)235-9225
Brogden Pamela D S/IG/IS 2317.....20152
Broh-Kahn Jere RP 500 SA-2.....25195
Brookens Benoit IO/UCS 515 SA-2.....22780
Brookins Mary E PPT 210 SA-17.....128-4161
Brooks Bernard L CA/EX/AG 1813.....25730
Brooks Beverly P BF/FS/OF 6701 SA-15..(9)235-9317
Brooks Carolyn O PM/SSP 7325.....25097

Brooks Debra G PER/MGT/OS 1333.....22644
Brooks Gladys B PER/MGT/OS/IO 1336.....22098
Brooks Louise M CA/CCS/AF 4817-F.....24994
Brooks Regina F PM/SAS 7418.....23564
Brooks Ruth L CA/OCS/EMR 4800.....25229
Brooks Vanessa C A/EX/PMD 1873.....25908
Brotherton Dolores M EUR/CAN 5227.....22177
Brown Alvin E OC/MP 5438.....20595
Brown Anita S ESC/C (Cashier) 1258.....235635
Brown Annie IO/EX/OB 5331.....20493
Brown Barbara J BF/OF/WFC 7701 SA-15..(9)235-9288
Brown Bazil W Jr INR/DDR/RAF 4536.....27148
Brown Betty IO/OIC 1428A.....20781
Brown Bruce A M/COMP/BP/RME 1331.....27881
Brown Carlton BF/FS 6115 SA-15.....(9)235-9414
Brown Carol A INR/DDR 6535.....22403
Brown David E EA/J 4210.....23152
Brown David G EA/ROC 5310.....27710
Brown David M CA/PPT 338 SA-17.....(9)523-4232
Brown Donald L OC/S 6442.....21262
Brown Dorothy E FAIM/LR 2442F.....22669
Brown Dorothy F IO/UCS 500 SA-2.....22810
Brown Dorothy L CA/EX/R 1813.....29180
Brown Edna E OES/OFA 5806.....21073
Brown Emerson M INR/DDC 6635.....21506
Brown Essie S R A/FBO 332 SA-6.....(9)235-1057
Brown Fitzhugh B BF/OB 1332.....20925
Brown George E ARA/PPC 6912.....22399
Brown Gerald M CA/VO/L/R 819 SA-2.....21900
Brown Gertrude V INR/PMT 6638.....22572
Brown Gloria J AF/C 4246.....22081
Brown Gordon S IO/IEP 5321.....22506
Brown Grace M INR/DDR/RGE 8742.....22022
Brown Harold H OC/PE 412 SA-6.....(9)235-1979
Brown Helen E PER/MGT/OS/SP 1329.....22782
Brown Helen H OES 7831.....28056
Brown J Garnell FMAS/GS B 229.....21012
Brown James H FMAS/GS 1493.....23742
Brown Kenneth L IO/UNP 6334.....28114
Brown Leomie C NEA/PAB 5247.....21453
Brown Leslie H OES 7831.....25904
Brown Mabel E PPT 414 SA-17.....(9)523-4265
Brown Mary E OC/T 5440-G.....23418
Brown Mary P OC/T 5440.....21640
Brown Noble FMAS/GS B229.....23936
Brown Reuben E PM/MC 800 SA-6.....(9)235-9758
Brown Richard C ARA/CEN 4909.....24975
Brown Richard D INM 2737.....27971
Brown Roger L SY/I 2418.....20408
Brown Sandra H PER/MGT/RMR 1609.....23382
Brown Sharon A PPT/S 300 SA-17.....(9)523-4296
Brown Sheryle K M/MO/R 3333.....20329
Brown Spencer W A/SY/OPS/FO 3800A.....23122
Brown Terrezene ARA/CCA 3250.....21658
Brown Theodore T Sr FMAS/GS B229.....21012
Brown Timothy C ARA/ECA 4908.....21551
Brown William B M/MED 2906.....21580
Brown William E S S/S-I 7241.....23836
Brown William P PA/OAP 6800.....23790
Browning Jeanne M INR/RCRS 6427A.....23848
Brownson Eugene C A/OS 234 SA-6.....(9)235-9616
Bruce Joyce L A/OS 234 SA-6.....(9)235-9600
Bruce William H WRDCO 801 SA-6.....(9)235-9614
Bruns Eugene B M/FSI 402 SA-3.....(9)235-8843
Brushel Marjorie A ARA/USOAS 6494.....29422
Brushel Samuel W A/CDC 1239.....23209
Bryan Laurel L A/EX/ASD 3420.....29414
Bryant Carole L EUR 6511.....20738
Bryant Charles H OC/T 5440.....29657
Bryant Clyde G Jr PM/MC 800 SA-6.....(9)235-97587
Bryant Cornelia A AF/EPS 5242A.....22623
Bryant Herbert COMP/FO/FD 6701 SA-15..(9)235-9299
Bryant Jack M AF/EX/PMO 3513.....22775
Bryant John COMP/FO/FD 6524 SA-15.....(9)235-9325
Bryarly A Louise PPT 232 SA-17.....(9)523-4408
Bryfogle Donald S INR/EX 6639.....22502
Buchanan Althea W PER 3712 SA-15.....(9)235-9593
Buchanan James E INR/RAR 7534.....22251
Buchanan Thomas R PER/FCA/EA 2332A.....23312
Buchans Jesse J Jr OC/PE-L 1303A SA-7.....71416
Buchans Ribella C AF/S 4238.....27787
Bucher Larry OC/T 5440.....20595
Buchheim Robert W ACDA/D 4664.....24668, 24669
Buchholz Frank D ACDA/NP/NE 4931.....20927
Buck Craig G NE/EI 5318 AID.....29048
Buck Richard E Jr PER/ES/RET 1251.....23301
Buck Stephen W NEA/ARP 5248A.....29373
Buckley Gerald T A/ISO/USS 19A16.....22845
Buckner Mable O PPT 414 SA-17.....(9)523-4266
Bucsko Phyllis A A/EX/PMD 1873.....25908
Buczacki Jeffrey J EA/PRCM 4318A.....21005
Buerle Sandra M NEA/IAI 6247.....23930
Bullen Pierce K EB/ORF/FSE 3638.....20681
Bullens William F A/SY/NSU 2534.....28524
Bullock Imogene PPT 562 SA-17.....(9)523-4293
Bullock John W A/BF/OB/RME 1331.....27881
Bullock Joseph INR/OIS/TC 6510A.....20884
Bullock Margaret J S/R 7526.....25203
Bumbrey Sallybeth M CA/VO/L/R 819 SA-2.....21933
Buncher Judith F AF/I 5238.....22279
Bunn M Elaine ACDA/ISP/SA 4494.....27438
Buntin Della M OC/S 6442.....23060
Burba Marie ARA/PAN 4914C.....24980
Burch Charles F Jr PPT 584 SA-17.....(9)523-4314
Burgener Lynn W S/IG/EX 6821.....28036
Burgess John E PM/ISP 7430.....20610
Burgess Robert K CA/EX/R 1813.....22029
Burgess Tony A OPR/SPS 1890.....22039
Burke Amy E M/FM 1132.....27820
Burke Charles W IBC 150 425 I St NW...(9)783-9151
Burke J Grant INR/REC/RED 8732.....28402
Burke Janice E REE/EMP 7520 SA-15.....(9)235-9369
Burke Margaret M S/CPR 1238.....20622
Burke Marie D CA/VO/P/IW 712 SA-2.....21913
Burke Robert G PM/ISO 7321.....25399
Burke William J Jr AF/EX 3513.....20976
Burkhardt Edwin A REM/EMP 7507 SA-15..(9)235-9406
Burkhardt Ellen M PPT 358 SA-17.....(9)523-4319
Burkhardt Paul G COMP/FO/FD 6713 SA-15(9)235-9326
Burkhardt Ruth M OC/T 5440.....20595
Burkot Genevieve NEA/ARN 6250.....21018
Burks Ramona J A/SY/PTS 4705 SA-15....(9)235-9461
Burleigh A Peter H 7251.....28728
Burley L Audrey NEA/EX/BUD 4249A.....20727
Burman Harold S L/M 4427A.....20292
Burnet Frank N A/CDC 1239.....23209

Burnett Benjamin IO/EX/ADM 6319.....20561
Burnett Patricia A M/FSI 916 SA-3.....(9)235-8729
Burns David H EB/ORF/ICD/TRP 3421.....21490
Burns Denise A EUR/RPM 6225.....28051
Burr J Millard INR/RGE 8742.....21428
Burr Jeanette M COMP/FO/FD 6705 SA-15.(9)235-1418
Burrell Janie PPT 414 SA-17.....(9)523-4265
Burrell Lawrence E FMAS/LS 2206.....22018
Burrill Charlene M/MED 2906.....22416
Burriss Francine W PPT 414 SA-17.....(9)523-4265
Burroughs John A Jr M/EEO 3214.....29294
Burroughs Sheila A BF 6104 SA-15.....(9)235-9341
Burton Bruce ACDA/ISP/REG 4494.....26034
Burton Carolyn J OC/T 5440.....23418
Burton Charles C Jr FMAS/GS B-229.....21672
Burton Janell C PPT 414 SA-17.....(9)523-4265
Burton Pamela A OES/NTC 7828.....23939
Busby Morris D OES/OPA 5801.....26491
Bush Shirley S M/COMP/BP/FP 1331.....23834
Bushnell John A ARA 6263.....28562
Busick John W OC/PE-I 2402 SA-7.....79503
Businger James G OC/P B-528.....21268
Butcher W Scott S/S-O 7516.....22512
Butcher Suzanne ARA/AND 5906.....23338
Butler Emily R PPT 414 SA-17.....(9)523-4265
Butler Jesse H A/ISO/FADPC 1921.....23163
Butler Lois M FMAS/ESC 1252.....23432
Butler Mildred M PPT 414 SA-17.....(9)523-4266
Butler Ruth E PA 6800.....26260
Butler Virginia S FAIM/PS B844F.....22518
Button Jack B EA/J 4210.....23152
Byerly John R L/CA 5423.....25154
Bynum Willie J FAIM/PS 1758.....29570
Byrd Katherine M PPT 210 SA-17.....(9)523-4335
Byrd Pratt S/FSG 430 SA-6.....(9)235-9860
Byrnes Jill F M/FSI 1205 SA-3.....(9)235-8759
Byrnes Robert S OES/EX 7821.....23622
Byrnes Shaun M EUR/SOV 4219.....28670

C

Cabray Marjorie CM/ROD/AFR 721 SA-14..(9)235-9105
Caffrey Robert L OC/TR 2130.....21584
Cafolla Virginia E OC/S 6442.....23060
Caha Jean E A/ISO 12B62A.....28162
Cahn Ann H ACDA/WEC/SI 5846.....27756
Cahoon Alicia N INM 7336.....20365
Cahoon Fannie E PER/G 6217.....22826
Calderhead Norma J ARA 6494.....29482
Caldwell Gary L A/SY/CC 2435.....22412
Caldwell Joyce A L/M 4427A.....29517
Caldwell Ray L INR/RWE 4663.....24712
Caldwell Robert W A/CDC 1239.....23209
Calhoun Herbert L ACDA/OA 804 SA-6....(9)235-2204
Calhoun Jeanne H FAIM/DIR B-266.....23538
Calingaert Michael EB/ORF 3529.....21625
Calisti Calisto WRDCO 801 SA-6.....(9)235-9614
Callaghan Gail ACDA/A 5731.....24366
Callahan Carolyn T EB/ICD/ISM 3531A.....29462
Callahan June E M/FSI/SPS 1106 SA-3...(9)235-8777
Callihan William V A/OC/SA 44A28.....23575
Cambern John R ACDA/WEC/SI 435 SA-6...(9)235-1060
Camelio Joseph A BIC/OCRS 3203 Commerce.....20623
Camitta Hugh D PM/DCA 7424.....29750
Camozzo Egle G M/FSI 714 SA-3.....(9)235-8834
Campbell Dorothy W EA 4217.....22527
Campbell Hugh K INR/OIS 6510-A.....20808
Campbell John INR/RWE 4663.....24959
Campbell Karen E EUR/RPM 6513.....20841
Campbell Linda K FAIM/IAP 1239.....21704
Campbell Mary F PER/MGT/RMR 1609.....23686
Campbell Mary L EB/OT/GCP 3828.....21326
Campbell Vera L PPT 214 SA-17.....(9)523-4334
Campen Tomoko T M/FSI/SLS 5806 SA-15..(9)235-9395
Canady Simon L OPR/STP 528 SA-6.....(9)235-1735
Cannon John F EA/P 4207.....22538
Cantrell Kathlyn D DG/MED 2260.....23595
Cantu Mario M/MED 2911.....23616
Cantwell John A INR/RWE 4644.....27919
Cao-Garcia Jose ARA/EX/FM 3260.....28106
Capps F Herbert INR/RWE 4742.....28182
Caraway Benjamin FMAS/GS B229.....21672
Carethers Mildred R OPR/STP 525D SA-6.(9)235-9536
Carey Catherine D CA/CCA/AF 4817.....24994
Carlisle Edwin R M/FSI/S/PS 1014 SA-3.(9)235-8787
Carlson David R Ltc PM/DCA 7424.....21862
Carlson Harlan W AAG/W 514 SA-16.....(9)235-9665
Carlson Jane H IO-UCS 526 SA-2.....22780
Carlson Roy O REE/BEX 7314 SA-15.....(9)235-9230
Carlucci Louis J STP/S SA-7.....78995
Carnes Marylu NEA/EX/BUD 4249.....28902
Carolan Thomas J PER/FCA/NEA 2830.....22121
Caron Lorraine I ACDA/GC 5534.....22154
Carothers Joan E PPT 216 SA-17.....(9)523-4369
Carpenter David J S/R 7526.....28068
Carpenter Francis IO 7316.....20462
Carpenter Fred E A/ISO 1921.....22136
Carpenter Margaret S/R 7526.....25203
Carpenter Paul S S/IG/IS 2317.....20152
Carper Jennie A EUR/WE 5226.....22452
Carr Arthur E A/SY/T/NSU 3810A.....20914
Carr Lucile J ARA 6263.....29227
Carr Milton S/NM 7535.....24867
Carr Paul A BF/OB/C 1129A.....20962
Carraway Terry F Capt ACDA/MA 5499.....22680
Carrera Nicholas ACDA/MA/AT 5499.....29579
Carrico Dana M PPT 414 SA-17.....(9)523-4265
Carroll Bette J PER/MGT/OS/CC 1329.....21225
Carroll Dolores R OC/T 5440.....23418
Carroll Edward C OC/T 5440.....21640
Carroll Gail A PPT 334 SA-17.....(9)523-4235
Carroll Gail S A/OS 234 SA-6.....(9)235-9600
Carroll Geraldine PER/REE 7524A SA-15.(9)235-9407
Carroll Jacqueline PPT 362 SA17.....(9)523-4427
Carroll John P FMAS/VS B-258.....21634
Carroll Kevin E IO/EX 4334A.....21044
Carroll Lorraine K FADRC/DA/WC 1239.....20749
Carroll Mabel L EUR/RPM 5430.....22189
Carroll Michael B FAIM/PS 1758.....29570
Carroll Sonja J IO/TRC 4806.....27930
Carroll Virginia D CA/CCS/EUR/W 4817.....23748
Carson Michael J OC/S 6442.....21262
Carson Sarah P INR/REC/TI 8727.....20107
Carter Caleb R FAIM/PS 1758.....29570
Carter Dora L H 7261.....21050

Carter Eileen K CA/FS 2822.....22635
Carter Harry T M 7207.....27758
Carter Hodding III PA 6804A.....29606
Carter James V OC/T 5440.....23523
Carter John A PPT 562 SA-17.....(9)523-4293
Carter Joseph H Jr S/S-I 7241.....23836
Carter Joseph H M/FSI 912 SA-3.....(9)235-8789
Carter Landon C EA/EX 4315.....28314
Carter Laraine N INR/RNA/NE 4524A.....21889
Carter Lauren W PPT 414 SA-17.....(9)523-4265
Carter Linda L S/IG 2318.....20152
Carter Lloyd F FMAS/GS B-229.....23936
Carter Marshall H AF/W 4250.....23406
Carter Mildred A IO/OIC 1428.....22514
Carter Patricia A CA/EX/AP 1813.....26783
Carter Robert S/CPR Blair House.....29825
Carter W Beverly S/SLG 7815.....20968
Carter William S/CPR Blair House.....29825
Cary Anita D A/FBO 314 SA-6.....(9)235-9497
Casady Lance B BF/FS/WFC 7711A SA-15..(9)235-1950
Case Nancy C M/FSI/SAS 402 SA-3.....(9)235-8837
Casey Edith F OC/S 6442.....23060
Casey Edward A Jr E 7250.....21089
Casey James J A/OC-N 44A20.....23868
Casey Mary Ann NEA/ARN 6250A.....20695
Cashdollar Richard L OES/OFA 5806.....23940
Cashwell Wayne F OC/PE-M 1408 SA-7.....79533
Cassell Marie A PER/MGT/OS/CC 1818.....21224
Cassidy Philip E RP 418.....25044
Cassover Betty R INM 7336.....24867
Casteele Roger L OC/T 5440.....21640
Castrodale Richard PER/FCA/POL 2417A.....29776
Cate Craig A COMP/FO/FD 6804 SA-15....(9)235-9327
Catlett William H III OC/T 5440.....23418
Catlin Robert J OC/T 5440.....29554
Cavallaro John F STP/T 1047.....21944
Cavanaugh Carmel R EB/OFP/FFD 3427.....20555
Cecil Joseph A Jr OC/PE-A 1402 SA-7.....72216
Cella Glenn R PM/DOD/CNO 4E 632 Pent..(9)694-3191
Cella Micaela CA/OCA/EMR 4807.....25398
Center Eve V EA/TIMBS 5206.....23276
Ceophas Verona P A/EX 1880.....26550
Cervantes Charles S/MEX 4258.....21865
Chace Thomas W A/SY/PSI/I-PVB 2418.....23186
Chaddic Joe H OC/OPS 44A26.....23868
Chadran Jijis M M/FSI/SLS 5520 SA-15..(9)235-9395
Chairge Patrick A CA/VO/P/D 600 SA-2.....21970
Chamberlin James W INR/RMP/NS 6524A.....22086
Chamberlin Nancy J FD/CC 6711 SA-15...(9)235-9274
Chamberlin Wendy J D 7222.....21092
Chambers Betty F FAIM/IAP 1239.....21704
Chambers Darlene T ARA/EX/ADM 3260.....24706
Chambers Raymond M/FSI/SPS 1100 SA-3..(9)235-8707
Chambers William M A/SY/DO 3811.....21435
Champagne Rita V M/MED/AAP 3818.....28804
Chandler Claire E ARA/CEN 4909.....24011
Chandler Coleman A M/COMP 6500 SA-15..(9)235-2321
Chandler James G IJC 203 1717 H St NW.....24796
Chandler William A FAIM/PS B-884.....21087
Channel John W S WRDCO 801 SA-6.....(9)235-9614
Chao Chuan O M/FSI/SLS 5524 SA-15.....(9)235-9395
Chapin William A A/CDC/MCD 1239.....22846
Chapman Geoffrey W PM/DCA 7424.....29092
Charbonnier Geraldine B PER/FCA/SEC 2336....29526
Chase Charles R SY/I/WFO 4th fl SA-15.(9)235-9345
Chase Ethel H PPT 210 SA-17.....(9)523-4335
Chase Yvonne M A/FBO 324 SA-6.....(9)235-9440
Chatman Dorothy S PPT 584 SA-17.....(9)523-4245
Chatman James P FMAS/GS B-229.....21012
Chatmon Bettie J PER/ES/RET 1251.....23344
Chavchavadze Judith RP 507 SA-2.....29190
Chavez Pamela R CA/VO/P/IT 605 SA-2.....21972
Chechele Robert J OC/T 5440J.....20585
Cheeks Phyllis L PER/ER/FN W-119 SA-1.....25329
Cheever Dorothy E INR/EX 6510.....22114
Chelgren Velma J A/EX/PMD 1880.....26550
Chen Ying-Chich M/FSI/SLS 5526 SA-15..(9)235-9395
Cheng Abraham A/ALS 503 SA-6.....(9)235-2234
Cheong Un-Bok M/FSI/SLS 5802 SA-15....(9)235-9395
Cheshes Marlyn M/MED 2917.....22999
Cheshes Martin L PER/FCA/AF 2830.....21210
Chesley Virginia PPT 414 SA-17.....(9)523-4265
Chesman Barbara M PPT 360 SA-17.....(9)523-4267
Chevalier Alonzo R Jr INR/OIS/TC 6510-A.....20884
Chi Madeline PA/HO 3100 SA-1.....23518
Chiacu Nicholas V M/FSI 612 SA-3.....(9)235-8834
Chichester John E FAIM/IAP 1239.....22856
Chicola Phillip T RP 510 SA-2.....28866
Child Daniel M A/ISO 12B62.....23087
Chinn Herman I SCI 7824A.....21431
Chiperfield Robert N CA/VO/F/P 816 SA-2.....21954
Chippendale Nancy F M/MED/MHS 2260.....23605
Chisholm Kathleen A/BF/OB/RME 1331.....20331
Chociey Richard G OC/PE-L SA-7.....71416
Chornyak John P A/SY/WFO 4th Fl SA-15.(9)235-1045
Christenson Richard A EA 6207.....20264
Christian Carolyn EA/PHL 5311.....21221
Christian Jeannette ACDA/D/GAC 5927.....25176
Christian Joanne C EUR/RPE 6428D.....20344
Christiana Betty S PA/PP/C 5831.....23161
Christie Harry E OB/RME 1331.....27883
Christopher A M ACDA/PA 4936.....28714
Christopher James M SY/PRS/SD 2519.....23914
Christopher Warren 7220.....29640
Chuang Yvonne B EUR/EX 6511.....21439
Churchill George T PM/ISO 7321.....21616
Ciarrocki James W PPT 250 SA-17.....(9)523-5176
Cieplinski Michel A/OS 234 SA-6.....(9)235-9600
Cipriano Joseph J Jr A/SY/OPS/T WSB SA-7....73513
Claiborne Carolyn D COMP/FD 6713 SA-15(9)235-9321
Claibourn Sally D S/CPR 1237.....20605
Clapp Priscilla A EA/RA 4310.....21260
Clark Bruce W A/FBO 315 SA-6.....(9)235-9496
Clark Bruce W EUR 4228.....22721
Clark Clyde L IOA/X 400 SA-10.....23894
Clark Cookie S/S-S 7241.....28338
Clark Debra M/COMP/FO/AD/AA 6110 SA-15(9)235-9414
Clark Jacqueline L A/OC 44A26.....28470
Clark John E A 6316.....21492
Clark Kathryn A INR/XR 6747.....20980
Clark Mary L AF/EX 3430.....21238
Clark Melvin FAIM/IS B-242.....23532
Clark Reed P PPT 316 SA-17.....(9)523-4290
Clark Robert SY/PRS/SD 2519.....23914
Clark Sheilita BF/FS/A 6115 SA-15.....(9)235-9323
Clark Vestena M FAIM/PS 7241.....29409

Clarke Henry L EB/ITP/EWT 3819.....21421
Clarke Margo A FAIM/IAP 1239.....22651
Clarke Richard A PM/SA 7428.....23136
Clarke Robert W EUR/SOV 4223.....29369
Clarke Walter S A/OASIS 3424.....23561
Clauselle Richard L OC/T 5440.....29553
Claussen M Paul Jr PA/HO 3100 SA-1.....28517
Clawson Jack S A/EX 3424.....28920
Clayton Barbara K PM/MC 800 SA-6.....(9)235-9767
Clayton Wayne D A/ISO/FADPC 1921.....21779
Clear T Jesse HA/NEA 7802.....22264
Cleary Sharon J OES/EX 7821.....23622
Clement Carl J NEA/IRN 5246A.....20448
Clemmer Dan O Jr FAIM/LR 3239.....23609
Clemmons John H A/SY/SP 2513.....29026
Clemons Jim J OC/PE-L SA-7.....71416
Clemons Nellie O M/MED 2313.....29546
Cleveland Lewis H A/ISO 1921.....22016
Cleveland Paul M EA/T 5206D.....20978
Clinard David M ACDA/ISP 4498.....20732
Cline Ruth H FMAS/LS 2208.....28917
Clingan Patricia EB/OT/STA 3827.....20266
Cluggish Elizabeth EB/TT/MA 2830.....20703
Cluverius Wat T NEA/ARN 6250A.....22670
Clyatt Oscar W Jr EUR/SOV 4219.....21712
Clyne Norman G ACDA/D/SA 5934.....29580
Coates Antoinette Y FAIM/LR 2442-F.....22662
Coates Mable E EUR/RPE 4519.....22604
Coates Yvonne PPT 210 SA-17.....(9)235-4335
Cobates Katherine J L/T 5420.....20380
Cobb Carroll E A/CDC 1239.....23209
Coble Bobby L FAIM/PS 1758.....29522
Coble Linda J PER/MGT/OS/IO 1336.....22098
Coburn Harry L INM 7336.....23450
Cochran Milton B OC/T 5440.....20595
Cockrill Ilona J PPT 232 SA-17.....(9)523-4408
Cody Margaret R NEA/ARP 4224.....28821
Coe Linda A INR/XR 6747.....20980
Coffey John HA 7802.....22551
Coffey Marguerite R A/EX/MGT 3424.....25376
Coffey Thomas C A/FBO 324 SA-6.....(9)235-2807
Cohan Sharon ACDA/ISP/REG 4487.....29009
Cohen Charles I INR/RMP/NS 6524A.....23872
Cohen Dorothy E FAIM/PS 1758-D.....20570
Cohen George L SY/MGT/DIS 2426.....24056
Cohen Joyleen N S/CPR 1237.....22614
Cohen Moshe M/FSI 5522 SA-15.....(9)235-1537
Cohen Roberta J HA 7802.....24833
Cohen Steve HA 7802.....21384
Cohn Arnold A FMAS/LS 2105.....21118
Cohn David INR/REC/OD 8722.....22186
Cohn Rivca S NEA/EX 4243.....20554
Coile Melody J A/SY/WFO 4th Fl SA-15..(9)235-9357
Colbert Aaron E OPR/STP 535 SA-6.....(9)235-9547
Colbert Dolores B FAIM/PS 1659.....20984
Colbert James L EUR/SOV 4223.....23071
Colbert Joan A PA/PP 5827.....22133
Coldren Lee O NEA/INS 5251.....22351
Cole Carol E EB/ITP/EWT 3815A.....22584
Cole Harry E Jr EUR/WE 5230.....20718
Cole Robert M OC/P B-528.....23601
Coleman Alvin L FMAS/VS B-258.....21634
Coleman Belinda T PPT 562 SA-17.....(9)523-4293
Coleman Brenda R COMP/FO/FD 6804 SA-15(9)235-9330
Coleman Carla V PPT 210 SA-17.....(9)523-4335
Coleman Emma S OC/T 5440.....21380
Coleman Garland P Jr PPT 414 SA-17....(9)523-4265
Coleman Geraldine V PPT 362 SA-17.....(9)523-4427
Coleman Harold M OC/P SA-4.....(9)339-7005
Coleman Helen M H 7261.....24768
Coleman Henry H OC/P B-528.....22619
Coley Thedoshia P EUR/EX 5428.....23286
Colin Donald I S/IG 6821.....23320
Collias John G WRDCO 801 SA-6.....(9)235-9614
Collias Mary M AF/EX 3519.....22500
Collier Jack A M/FSI 208 SA-3.....(9)235-8722
Collier John L M/FSI 402 SA-3.....(9)235-8835
Collins Bernard B Jr A/SY/I 2418.....23196
Collins Dorothy W PER/ER 1822.....21212
Collins James F NEA/ARN 6250.....21019
Collins Jim NEA/ARN 6250.....21019
Collins John A S/IG/IS 2317.....20152
Collins Mary H INR/OIS 6510-A.....21443
Collins Peter EUR/RPM 6513.....21230
Collins Timothy V S/S-O 7516.....21512
Collison Maryann P OES/O 7831.....22396
Colloton Carol A IO/MPC 5328.....23396
Colm Peter W INR/RSE/FP 4843.....28657
Colson David A L/OES 6420.....23248
Colson Jessie M M/FSI 5705 SA-15.....(9)235-9401
Coltatu Emanuel OC/PE-E 2307 SA-7.....72303
Colton Hattie K M/FSI 402 SA-3.....(9)235-8842
Colwell Thomas C EB/OA/AVP 5535.....22438
Combrinck Laetitia H M/FSI 5802 SA-15.(9)235-9398
Combs Samuel M/MED 2256.....29801
Combs Richard E Jr S/MS 7246.....28904
Combs Wayne L SY/WFO 4709D SA-15.....(9)235-9366
Comer Sandra A EA/EX 6310A.....20659
Comfort Joseph T OC/T 5440.....29554
Compton Samuel E Jr EB 5818.....21157
Comras Victor D D/LOS 4321.....21206
Conaty Jolene M IO/EX 5333.....20492
Condon Martha L PA 6800.....20596
Congdon Michael B OES/PAS 3536.....23325
Conger Clement M/FA 8th Fl Dipl Recep Rms...20298
Conger Lucinda D FAIM/LR 3239.....21099
Conley Catherine V FMAS/GS C st Lobby Recept28466
Conn Jack L OC/PE-PT 1304 SA-7.....78640
Connell Virginia A S/P 7312.....24734
Conner David M S/IG/IS 2317.....20152
Conner John G OC/T 5440.....23455
Connolly Frank A A/ALS 510 SA-6.....(9)235-9471
Connolly Marie L S/S-O 7516.....21556,29389
Connor Catherine L ARA/PAN 4258C.....24980
Connor Walter D M/FSI 402 E SA-3.....(9)235-8841
Connoughton Patricia INR/REC/TI 8727.....20910
Conover Andrea L PER/MGT/OS 1333.....22644
Considine Michael G PRS/SD 2519.....23914
Constable Elinor G EB/IFD/OIA 2533.....21128
Constable Peter D NEA 6242.....20324
Contee Carolyn Y INR/XR 6747.....20980
Contee Clara C CA 6808.....20873
Contee Ethel D STP/P 530 SA-6.....(9)235-1735
Contee John R FAIM/PS B-847A.....20874
Contos Carolyn A A/ALS 509 SA-6.....(9)235-9523
Conway John J STP/P 528 SA-6.....(9)235-9535

Conway Susan M MGT/AS 2131.....28908
Conway Suzanne M A/SY/CC 2435.....22412
Conyngham Carole B EB/EX 6820.....20524
Coogan E Irene CA/PPT/P 4817.....23208
Cook Charles C FAIM/PS B845.....21104
Cook Elaine V A/FBO/CR 321 SA-6.....(9)235-9445
Cook Frances D AF/P 3509.....22683
Cook Frederick B A/FBO 305A SA-6.....(9)235-9477
Cook Gail J FAIM/DIR B266.....23538
Cook Leicester W INR/RMP 6524A.....28230
Cook Marianne L INR/RAF/CS 4635.....27160
Cook Marvin C A/SY/OPS/T 3810A.....20548
Cook Mary L S/CPR 1237.....22653
Cook Paul K INR 6635.....22292
Cook William O M/MED 2237.....23606
Coolidge William B A/CDC 1239.....23209
Coon Carleton NEA/AFN 5250.....20714
Coon Jane A NEA 6242.....21030
Coony Thomas M EUR/SE 5511.....21563
Cooper Alfred J EA/EX 6310A.....20659
Cooper Betty ARA/USOAS 6494.....29376
Cooper Cecelia A COMP/FO/FD 6804 SA-15(9)235-9330
Cooper Dean C OES/NEC 4327A.....21689
Cooper Donna A/SY/DIS 2426.....22515
Cooper Jacqueline H PER/CCA/MPD 2421.....27151
Cooper James F ARA/CAR 3244.....23210
Cooper Karen M ACDA/WEC/ATD 5847.....27020
Cooper Marguerite PPT 210 SA-17.....(9)523-4335
Cooper Muriel M CA/PPT 386 SA-17.....(9)523-4328
Cooper Patricia A ARA/PPC 3254.....21725
Cooper Richard N E 7250.....23256
Cooper Robert A INR/XR 6747.....22759
Cooper Robert L FAIM/PS 1758.....29570
Cooper Tjuana M SY 3811.....20327
Cooper Tracy Y PER/PE 2139.....28108
Cope Jean L/T 5420.....29535
Copeland Laura J BF/OF/AD/ 7711 SA-15.(9)235-9338
Coran Paul M L/M 4427A.....23022
Corbett Joan E S/AO 351 EOB.....(9)235-5694
Corden Pierce S ACDA/MA/AT 5499.....23424
Corder Charles V PM/ISO 7321.....21003
Corey Brenda A PPT 414 SA-17.....(9)523-4265
Coriden Guy E M/MO 7529.....20470
Cornnor Sharon IO/UNA 7511.....28344
Cornwell Sharon A PA 6806A.....20954
Corr Edwin G INM 7331.....26642
Correri Anne M PER/FCA/CON 2332A.....23332
Correri Louis J OC/S 6442.....21223
Corris John W Jr A/SY 4th Fl SA-15....(9)235-9461
Corsun Andrew F A/SY/CC/TAG 2435.....23640
Cortez Gilberto OC/PE-R 1402 SA-7.....72216
Corum Marie H OC/P B-528.....21090
Cossard Monique M/FSI 500D SA-3.....(9)235-1444
Costantino Mary F OICR/ALP/ITA 7717 Com.....20286
Costello Walter F BF/FS 7705 SA-15....(9)235-9381
Crawford Barbara A ACDA/GC 5334.....28690
Crawford Evelyn E PPT 414 SA-17.....(9)523-4265
Crawford Gary D M/FSI 1208 SA-3.....(9)235-8770
Crawford Jacqueline W BIC Commerce.....20745
Crawford John P EB/ITP/EWT 3819.....21421
Crawford Juliette S A 6316.....21492
Crawford Morris H OES/SCT 4330.....20374
Crawford Shirley S CA/PPT 386 SA-17...(9)523-4328
Crawford William R NEA 6242.....20324
Crawley John R S 7226.....21325
Crayton Beverly A CA/EX 4824.....21148
Creekmore Marion V Jr IO 6323.....29604
Crews James E INR/OIS/CIS 6510-A.....20808
Crippin Pamela COMP/FO/FD 6701 SA-15..(9)235-9292
Crisp Florence S/R 7526.....23964
Crist Janet INR/RAR 7534.....22367
Cristofaro J M FSI/ES 1209 SA-3.....(9)235-8768
Critchlow James BIB 430 Exec.....(9)254-8040
Crittenberger Katharine C ACDA/GC 5534.....23370
Critzer Martha A M/MED 2906.....21607
Croak Carolyn A FAIM/IS 1239.....20420
Croccia Nina M L/SFP 5423.....21463
Crocker Gary B INR/PMT 6638.....22358
Crocker Violet D FAIM/IAP 1239.....29268
Crockett Diane M STP/TO 1244.....21630
Crockett Karen G A/SY/DIS 2426.....23987
Croddy Arnold J Jr EB/IFD/OIA 2533A.....20862
Cronin Harriet A A/EX/PMD 1873.....24055
Cronin James T SY/I:WFP 4th Fl SA-15..(9)235-9345
Cronin Robert A/SY/I/WFO 4th fl SA-15.(9)235-9362
Crook John R L/EUR 5417A.....29500
Cross Gloria J PPT 362 SA-17.....(9)523-4427
Crosser Joy R FAIM/PS 110 SA-1.....25004
Crossett Kathleen M S/PTA 7535.....26419
Crow John M INM/P 7336.....28694
Crowley James D INR/OIL 6510.....20779
Croxton Lloyd L ARA/EX/ADM/MSG 6258.....22462
Cruce John A FAIM/IAP 1239.....29268
Crudup Carlton L OC/T 5440.....23418
Crume John B 8126 HUD.....(9)755-5541
Crupiti Prasert M/FSI/SLS 5104 SA-15..(9)235-9395
Crymes Jacqueline D S/CPR 1237.....23170
Cubbison Edwin P ERU/SWG 5517.....28855
Culley Harriet P PA/PC 4831A.....21208
Culley William FAIM/PS C-2 SA-3.....(9)235-8745
Cullinane Madeleine L OES 7831.....25904
Cullom Bobbie L FAIM/PS 1758.....29570
Culpepper Frances R INR/REA/SA 8647.....21182
Cumberland Olga C PM 7317.....29022
Cummings Arthur H ACDA 4660.....21309
Cummings Edward R L/PM 6419.....25183
Cundiff Carl C AF/EPS 5242A.....23502
Cunningham Brenda REE/BEX 7314 SA-15..(9)235-9229
Cunningham Carl B ARA/ECP 3234.....20465
Cunningham Carolyn R A/EX/PMD 1888.....23232
Cunningham Charles S FAIM/IAP 1239.....29265
Cunningham Francis X IO/SCT 1429.....23511
Cunningham James B EUR/RPM 6225.....23198
Cunningham Janie PA/PP/SU 5827.....26840
Cunningham Jeffery R EA/RA 4312.....21314
Cunningham John A/CDC 1239.....23209
Cunningham M Francis Jr A/SY SA-15....(9)235-9461
Cunningham Robert L NEA/RA 5254 A.....23014
Cureton Deanna L PPT 414 SA-17.....(9)523-4266
Curl Richard E INR/DDC/RPS 2737A.....21344
Curi Tomas S/MEX 4258.....21871
Currier Charles G NEA/ARP 4222.....21794
Curtis Erle T A/ALS 501 SA-6.....(9)235-9514
Curtis Francis W FAIM/PS 1758.....29570
Curtis Mary J PPT 232 SA-17.....(9)523-4408
Curtiss Joseph BF/FS/AD/AA 6104 SA-15.(9)235-9341

Cushing Henry RP 500 SA-2.....20604
Custer B Scott U 7217.....28930
Cuthbertson Virginia M/COMP 7705 SA-15(9)235-9381
Cutler Walter L H 7261.....21048
Cutting Sally IO/UCS 500 SA-2.....22767
Cvetan Edward J OC/S 6442.....23026
Cziok Sharon K L/OES 6418C.....21989

D

Dacus Jacqueline J ACDA/OA 804 SA-6...(9)235-9794
DaDamio Gregory J PER/CCA 2421.....27151
Dade Helen G CA/VO/P/D 600 SA-2.....22939
DaHarb Darryl D A/SY/T 3810A.....20914
Dahl Lowell D INR/DDC 6635.....29032
Dahlstedt Anne L S/FSG 430 SA-6.....(9)235-9864
Dailey Ronald W COMP/FO/WFC 7713 SA-15(9)235-1950
Dailey Susan D M/FSI 500-E SA-3.....(9)235-1493
Dalch Walter E III ACDA/ISP/REG 4494.....26033
Dale Cathleen B ACDA/WEC/ATD 435 SA-6.(9)235-9882
Dale Chester H Jr PER/MGT 2810.....22092
Dale Linda M CA/VO 713 SA-2.....21905
Daley Matthew P ACDA 5919.....21874
Dalley George A IO 6327.....20520
Dalton Martin K A/SAF 3420.....21902
Dalton Robert E L/CA 5423.....22672
Dalton Denise ACDA/NP/NE 4953.....21140
Daly Kathleen S/S-O 7516.....21530
Daly Patrick J S/CPR 1238.....22681
Dameron William H III EUR/NE 4511.....20624
Damrosch Lori F L 6425.....22149
Dandridge James E SY/PTS 4th Fl SA-15.(9)235-9461
Dane Ernest B CA/OCS 4800.....23816
Dangelo Rosalie M S/S-S 7241.....28062
Daniele Lawrence M A/SY/DIS 2426.....22075
Daniels John C BF 7701 SA-15.....(9)235-9344
Daniels June ISO 1921.....21962
Daniels Pearl A C FAIM/IAP 1239.....29265
Daniels Willem H FMAS/LS 2204.....20880
Danser Devon A M/MED 2906.....29801
Danylyk John INR/REC/CER.....29128
Darbyshire Ann E PM/DCA 7424.....29750
Dargan Willie D PPT 414 SA-17.....(9)523-4265
Daris Charles L INR/RNA/NE 452A.....21889
Daris Lois A BF/FS/WFC 7705 SA-15.....(9)235-9381
Dart Janis J CA/EX/R 1813.....29180
Datcher Marshall O CA/EX/AC 4818.....22843
Dattan Scott A/FBO 318 SA-6.....(9)235-9502
Daugherty Craig SY/T 3810A.....20914
Davenport Harold E OC/T 5440.....21640
Davenport Robert J Col PM/PA 1210A.....22058
David Dorothy PER/ES/EPPS 910 SA-12.....23760
Davidson Michael C FAIM/PS 1758.....29570
Davies Thomas D RADM ACDA 5499.....20972
Davis A Twana PM/MC 800 SA-6.....(9)235-9773
Davis Angela M INR/RSE/FP 4843.....29213
Davis Audrey C A/CDC/ 1239.....23209
Davis Charles W FAIM/IAP 1239.....29265
Davis Clara M INR/OIS/DCB 6510-A.....20636
Davis E Lloyd REE/BEX 7314 SA-15.....(9)235-9234
Davis Edith L FAIM/IAP 1239.....20543
Davis Edward L Jr INR/OIS/CIS 6510-A.....20763
Davis Grace M EA/RA-PMU 4312.....21311
Davis Gregory K O PA/PC/CM 5819A.....21393
Davis Howard C C 7256.....27448
Davis John ARA/CEN 4909.....23385
Davis John J Jr FMAS/GS B-229.....21012
Davis Laura G PM/SAS 7418.....23564
Davis Lilly C COMP/FO/FD 6713A SA-15..(9)235-9321
Davis Michael E NEA/EX 6243.....20626
Davis Nathaniel J M/FSI 300 SA-3.....(9)235-8719
Davis Pennie E ACDA 5664.....20931
Davis Roberta M M/FSI/SLS 901 SA-3....(9)235-8816
Davis Shirley W PER/CCA 2421.....27151
Davis Thomasine L INR/DDC 6635.....20345
Davison Mark G IO/HR 4808.....22273
Dawkins Mattie E M/COMP/CO 6110 SA-15.(9)235-9394
Dawkins Stephen P M/FSI 1002 SA-3.....(9)235-8797
Dawson John EB/IFD/PAS 2833.....20376
Dawson Mary PPT G62 SA-17.....(9)523-4228
Dawson Ruby G REE/EMP/RB 7522A SA-15..(9)235-9372
Day Deborah B A/SY/NSU 2534.....28524
Day Lois M CA/CCS 4811.....23666
Day Mary Ann PA 6800.....20954
Day Nora RP 7532.....22837
Day Robert E Jr NEA/ECON 5253.....25683
Day Robert J Jr STP/P 528 SA-6.....(9)235-9541
Day William L FAIM/RM 1239.....28806
Dayer Lucille A NEA/AFN 5248A.....20304
Daymont Betty IO/EX/DAR 3428.....27992
Daymont Donald M CA/VO/P/IT 713 SA-2.....21912
Daymont Henry P OC/P B-528.....22167
De Andrea Dorothy IO/HNP 4334A.....20590
De Boeck Anny B M/FSI/SLS 800 SA-3....(9)235-8821
De Caterini Ann F PER/FCA/TL 26A07.....23308
De Concini Joanne A/ALS 501 SA-6.....(9)235-9466
De Haven Donald E OES/EX 7821.....23624
De Hostos Adolfo T PPT 360 SA-17.....(9)523-4267
De La Cruz Nina A M/FSI 808 SA-3.....(9)235-8821
De LaBarre R Robin OES/EIC 7828.....21241
De Las Casas Alvaro PPT 629 SA-2.....27974
Deadwyler Gregory E OC/P B-528.....21090
Dean Joseph C A/SY/NSU 2534.....28524
Dean Kathy E ARA/MGT/ADM 3260.....29236
Dean Margaret M NEA/IAI 6247.....23672
Dean Stanley C FAIM/PS 1847.....27428
Deaner Louis N PPT 262 SA-17.....(9)523-4461
Deans Norman M/COMP/BP/RC 1129A.....28142
Dearing Cynthia S EA/EX 4315.....28314
Dearing John A FAIM/PS 1758.....29570
Deary William P INR/DDC/RPS 2737A.....20877
Deason Robert D NEA/EX 4249A.....23251
Deaussaure Eugene R OC-P B-528.....21090
DeBernard Dee OES/OFA 3210A.....22009
DeBernard Shirley M OES/OFA 5801.....22337
DeBuck Dean J PA/OAP 6805.....20080
DeCesaris Janet ARA/PPC 6911.....29192
DeCourcy William P SY/PRS/PL 2530.....26173
Deemer Maryko S M/FSI/SLS 901 SA-3....(9)235-8816
Dees Philip R ARA 6263.....29392
DeGumbia Nancy A/FBO 304 SA-6.....(9)235-9477
Deibel Terry L PM/ISP 7430.....23137
Deibler Roy A A/SY/PRS/DD 2519.....23914
Deitchman Jessica G DGP/PER 6216.....25152
Deitchman Kathryn A FMAS/GS 1493.....20576

Deitz Robert L D 7212A.....22474
DeJarnette Edmund T PER/PE 2803.....23412
del Cerro Annabella Z M/FSI 506 SA-3..(9)235-8833
Del Gigante Norman F PER/PPM 4419.....23205
Del Giudice Paul G A/OC-N 44A22.....23868
Del Valle George C M/EEO 3214.....23470
DeLabarre R Robin OES/NEC 4327A.....21241
DeLadurantaye Raymond F INR/RAR 6510A.....20895
Delahorne Edith M ACDA/WEC/DI 5741.....20812
DeLaine Johnnie S FAIM/PS B648.....21253
DeLeo Catherine M/MED 2906.....23485
Delgado Lydia J PPT 562 SA-17.....(9)523-4294
DeMartino Denise A IO/UCS 500 SA-2.....22770
Dembski Madge A PPT 232 SA-17.....(9)523-4408
Dembski Sandy EB 6826.....21644
DeMerse Timothy J ACDA/A/CS 5672.....23645
Deming Rust M OES/NEP 7828.....29338
Denault Donald D OC/T 5440.....29554
Denault Herbert M Jr S/S-I 7241.....23836
Denham M Elizabeth S/S-S 7241.....21295
Denhardt Thomas J PM/SSP 7325.....25098
DeNino Concetta E EA/PRCM 4318A.....21322
Denitto Gary T SY/WFO 4th Fl SA-15....(9)235-1028
Denney Deborah NEA 5247.....21453
Denning William V IO/M/IR 5332.....21046
Dennis Geraldine C OC/P 44A30.....23120
Dennis John M A/CDC 1239.....20857
Dennis Margaret M/COMP/BP/P 1331.....21150
Denny Elsie J L/PM 6429.....29288
Denson E Doris EA/ROC 4206.....27710
DeOrnellas John L PM/MC 800 SA-6.....(9)235-9761
DePorte Anton W INR/RWE 4742.....29214
Derham James M EB/ORF/TRP 3421.....20612
Derian Patricia M HA 7802.....20334
de Rouville Thea D/LOS 4321.....29098
Derrick James A PER/MGT/AS 2129.....22190
Derrickson Closson R PM/EX 7320.....24820
Derryck Vivian L M/WCW 1004.....29016
Dervarics Charles J ACDA/A/CS 5660.....23647
DeSalvo Gerald L A/SY 4th Fl SA-15....(9)235-9346
DeSimone Frank P ACDA/ISP/SA 4664.....24669
Desseau Catherine M A/SY/PT 2513.....21032
Dettor Wendy S PPT 338 SA-17.....(9)523-4232
deVaughn Carolyn J FMAS/VS B-258.....21082
Devaughn Talmadge D OC/S 6442.....20656
DeVaughn Thelma T PPT/WNP 210 SA-17...(9)523-4376
De Vivo Diane D M/MO 7427.....21368
Devlin Willard B CA/VO 800 SA-2.....21978
DeVos Peter J AF/S 4238.....28433
Dewan Linda L S/CPR 1238F.....21677
Dewan Patricia A D/CT 2238.....23522
Dewire Evan L A/SY/DO 3811.....20746
DeWitt Lloyd L CA/VO/P 800 SA-2.....21957
DeWitt Martha A EA/J 4210.....23152
DeWitt Seymour C SY/PRS 2519.....23914
Dexter Evalyn ACDA/GC/CON 804 SA-6....(9)235-8248
Diamanti Walker S/IG/IS 2317.....20152
Diamond David H A/ISO 1918.....27959
Di Bari Deborah M/FSI/PER 907 SA-3....(9)235-8808
Di Blasi Josephine R A/SY/E 2424.....23142
Dickens Sylvia M FAIM/IS 1239.....21709
Dickerson DeWalter PPT 414 SA-17.....(9)523-4265
Dickerson Marian W INR/EX 6639.....21081
Dickson Douglas D INR/MP 6845.....29674
Dickson Raleigh E OC/T 5440-G.....23418
Diemer Ann P EUR/EX 6511.....20738
Diener Ruth C CA/PPT 316 SA-17.....(9)523-4289
Dieter Mary A S/PM 7511A.....23262
Dieterich William ARA/PPC 3254.....23048
Dietz June M OC/T 5440.....22144
Diggs Patricia A AF/EX/BFO 3519.....20651
Diggs Rosa B M/MED 2906.....22416
Dilisio Vilma M EUR/P 5229.....20851
Dillard Diane PER/FCA/CON 2332A.....23333
Dillard Leonard A Jr A/SY/FO 38A00.....23124
Dillery C Edward EUR 5509.....20923
Dimisa Ruth L OB/R 1132.....21352
Diniak Olympia S H 7261.....23436
Di Nicola Jean L S/S 7224.....22540
Dious Robert A FAIM/PS B-847A.....21085
Di Paolo Fiore A/FBO 327 SA-6.....(9)235-9510
DiPlacido Carmen A CA/OCS/CCS 4811.....23444
Diroll William T EB/OT/STA 3827.....23491
DiTanna Pasquale L EUR/EX 5428.....23286
Ditmeyer Charles W Jr OC/T 5440.....21640
Divney Elizabeth L A/ALS 501 SA-6.....(9)235-9518
Dix Audrey A IO/IEP 5321.....22506
Dixon Ira B A/ISO/FADPC 1921.....27765
Dixon James E O/ISO/FADPC 1921.....27764
Dixon John M OC/PE-PT 1308 SA-7.....(9)557-8640
Dixon Mary E FAIM/LR 3239.....22573
Dixon Patricia ASIA/PD 620 SA-18.....(9)235-9006
Dixon Ruth M/MED 2313.....29546
Dixon Timothy J A/SY/OPS/T SA-7.....73510
Dizard Wilson P EB/CTA/TD 5822.....22631
Djurdevic Dragon FMAS/GS B-229.....21672
Doane James V Jr EUR/SOV 4219.....22071
Dobbins Rochelle P M/FSI 1102 SA-3....(9)235-8781
Dobbs Jesse PER/MGT/RMR 1609.....23382
Dobrenchuk Stephen A CA/OCS/EMR.....25225
Dobrin John R EUR/CE 4228.....22135
Dodson Marla D A/EX/PMD 1880.....21586
Doe Norman R A/SY/E 2424.....23110
Doenges Byron F ACDA/OA 804 SA-6.....(9)235-9792
Doherty Daniel J IGA 6823.....22422
Dolan Daniel L EB/ORF/FSE 3524A.....20355
Dolan Maryanne S/ES 7329.....23778
Dollar Robert W COMP/FO/FD 6705 SA-15.(9)235-1418
Dollins Kathleen EB/ORF/TRP 3421.....22295
Doloff Leo NEA/EX 5243.....20626
Donahue James L PPT 232 SA-17.....(9)523-4408
Donahue Joan C E 7250.....28864
Donahue Leroy W Jr A/ISO 19A16.....22845
Donahue Lucille A PPT 232 SA-17.....(9)523-4345
Donaldson Paul R CA 4824.....21148
Donati Stephen R A/SY 4th Fl SA-15....(9)235-9355
Donchi Don J PER/FCA/TL 26A07.....23308
Donnelly Shaun EB/IFD/ODF 2529A.....29453
Donohue Lois B M/FSI 909 SA-3.....(9)235-8806
Donovan Barbara W NEA/RA 5253.....26986
Donovan Ellsworth A A/EX 1873.....24059
Donovan James R SY/FO 3820.....23123
Donovan John J INR/GIS 6510.....20876
Dooley John A S/S-S 7241.....28338
Dordain Jules J OC/P SA-4.....(9)339-7005
Dorfeld Charles W A/SY/OPS/T SA-7.....73510

Dorff Gail ACDA 5720.....23597
Dorsey Laverne F PPT 210 SA-17.....(9)523-4335
Dorsey Ocenia V SCS 1810A.....23638
Doscher Charles R INM/EX/AD 7811.....23366
Doscher Marguerite N OPR/STP 528 SA-6.(9)235-2676
dos Santos Augustinha S/CPR Blair House.....29825
Doster Carole E INR/RGE 8742.....22021
Dotson Bernhardt COMP/FO/AD 4705 SA-15(9)235-9334
Dotson Frem M Jr OC/P SA-4.....(9)339-7005
Dotson Viola B T 7208.....20410
Dotson William A OC/P 44A23.....21198
Doty Quetzal STP/P 528 SA-6.....(9)235-1710
Dougherty Bernard J Jr A/SY/CC 2435.....22412
Dougherty Deborah M INR/REC/OC 6510A.....20985
Dougherty Kathleen M NEA/RA 4224.....23121
Douglas A Hugh REE/BEX 7314 SA-15.....(9)235-9405
Douglas Covell H OPR/STP 1224.....28783
Douglas Ernest A OC/P B528.....21631
Douglas Kirk M A/ISO/FADPC 1921.....21779
Douglas Sharon COMP/FO/FD 6701 SA-15..(9)235-9305
Douglas Victoria F D/CT 2238.....23451
Douthit Alisbon J L/M 4427A.....21117
Dove Margaret L OES/EX 7821.....23624
Dove Vivian H S/S-I 7241.....23836
Dow Brenda L CA/VO/F/I 811 SA-2.....21995
Dowd Delores D A/FBO 324 SA-6.....(9)235-9440
Dowling Frances K PER/ER/FN W-119 SA-1.....25329
Downes Jack C OC/PE 3536.....23430
Downs Joan H INR/DDC/RPS 2737A.....26648
Doyle Kathleen A FAIM/IAP 1239.....21704
Dozier Bruce E CA/CCS/AF 4817.....24994
Dragnich George INR/PMT 6510.....20236
Dragoone Julia A ACDA/WEC/SI 4660.....28659
Drakoulis Mary FAIM/IS 1239.....22556
Draper Morris NEA 6244.....29464
Drayton Sandra J PA/PP 5831.....25380
Drews Marion J OC/S 6442.....21262
Drexler Robert W INR/REA 8840.....21338
Drotos John A/SY/SAS 2236.....23182
Drucker Milton EB/ICD/CPD 3527.....21254
Dry Robert W CA/CCS 4811.....22837
Duane Paul A AF/BFO 3519.....21203
Dubose Calvin FAIM/PS 1758.....29570
Dubose Lynn A/EX/PMD 1888.....23232
DuBose Steven D AF/EX 3430.....21749
Dudley Barbara A CA/PPT 5805A.....24470
Dudley Betty J M/FSI 100 SA-3.....(9)235-8727
Duffy Michael J CA/EX/S 621 SA-2.....25187
Duffy Mildred S A/EX/PMD 1873.....26597
Dugan Gordon J INR/RAR 7532.....22557
Dugan Jack SY/FIPS 2422.....20941
Dugan John H A/SY/FIPS 2422.....20230
Duggan Ervin S/P 7419.....21520
Duggan Linda B IO/UNP 6334.....22392
Dugstad Richard IO/OIC 1511.....28336
Duhart Frances I PPT 232 SA-17.....(9)523-4408
Dulemba Frank L IO/EX/OB 5331.....21111
Dunaway Constance PA/PP 5827.....21391
Dunbar Josephine ARA/ECP 3234.....23341
Dunbar Richard C CA/EX/S 621 SA-2.....22940
Duncan Bernice W CA/VO/P/D 600 SA-2.....21927
Duncan Cynthia A M/MED 2906.....21580
Duncan Evan M PPT 232 SA-17.....(9)523-4408
Duncan Jean A A/EX 1880B.....20146
Duncan Johnnie ARA 6263.....23542
Duncan William T INR/RSE/OD 4758.....29120
Duncombe Bruce F M/FSI/SPS 1014 SA-3..(9)235-8787
Dunford David J EB/PAS 2833.....21548
Dunham Dorothy R A/OPR 1417.....20588
Dunigan Elizabeth M PM/MC 800 SA-6....(9)235-9758
Dunkley Barbara H EB/TRA 5830.....23724
Dunn Gwendolyn A/ISO/FADPC 1921.....27764
Dunn Lynda C S/S-S 7241.....28339
Dunn Tim ARA/PPC 6910.....24726
Dunnigan Joan H IO/EX/OB 1509.....22738
Duong Nhu N RP 500 SA-2.....27770
Dupree Wendellene D M/COMP/BP/RC 1129A.....20960
Durant Ophelia W FAIM/IAP 1239.....20749
Durch William ACDA/WEC/ATD 5846.....29243
Durham Robert J S/S 7224.....28448
Durham Sylvia M PPT 262 SA-17.....(9)523-4242
Durham Willis FMAS/GS B-229.....21672
Durkee Michael L PER/FCA/JO 2429A.....27691
Durkee Sharon S EUR/EX 5428.....23279
D'Urso B Joann S 7517.....22427
D'Urso William J SY/WFO 4th Fl SA-15..(9)235-9346
Dustin Eben H M/MED 2906.....23484
Duter Roger S ACDA/WEC/ATD 435 SA-6...(9)235-1060
Dvorak Carey E OC/T 5538.....20429
Dworkin Douglas A D 7217.....21094
Dwyer Hartley G IBC 150 425 I St NW.....28058
Dwyer Marguerite W SY/PRS/SD 2519.....23915
Dwyer Richard A S/IG/IS 2317.....20152
Dye Edgar V A/SY/DIS 2426.....20614
Dye Lillian A EUR/NE 4511.....20498
Dyels Jake M CA/VO/P/I 813 SA-2.....22893
Dyer Donald R INR/MP 6845.....29674
Dyer E Delores A/OPR 1417.....21638
Dyess William J PA 6806A.....21620
Dymond Kenneth M FAIM 1478.....25369
Dyson Dereck L CA/CCS/EUR 4811.....23712
Dziewit Maria INM 7336.....23450
Dzugan Helen CA/PPT 5805A.....20142

E

Eaglin Doris M PM/ISO 7321.....21611
Eakin Thomas BF/FS/AD/RR 4705 SA-15...(9)235-9242
Ealy Anderson Jr FAIM/PS 1758.....29570
Ealy Sandra M PPT SA-17.....(9)523-4265
Earl Robert E Jr OC/T 5440.....23455
Earle Ralph II ACDA/P 5847.....28652
Early Sharon L EB/PAS 2833.....20377
Easley Cheryl D IO/EX/OB 5331.....20492
Easley Jeanette PPT 210 SA-17.....(9)523-4335
Easley Shirley A PPT/O/SID 358 SA-17..(9)523-4319
Eason Cheryl R CA/PPT 360 SA-17.....(9)523-4267
Eastham Alan Jr PA/PP/S 5825.....22733
Eastman John B INR/DDC/RPS 2737A.....20220
Easton Mark M PM/SAS 7418A.....23950
Eaton Conrad P FAIM/LR 3239.....20372
Eaton Lynwood L PER/REE 7314 SA-15....(9)235-9386
Eaton Samuel D ARA 6263.....24755
Eberlein Roxane S/MS 7246.....28904
Echaves Helen C INR/OIL 8667.....20387

Eckblom Myrtle A/SY/DASS 2517.....21596
Eckhardt Linda M CA/VO/L/A 611 SA-2.....22571
Eckholm Erik S/P 7330.....21964
Economides George ACDA/A/CS 5666.....23645
Eddington Robert B OES/SAT 4333.....22434
Edensword Jon C S/IG/IS 2317.....20152
Edgar James S V PM/ISP 7430.....24930
Edgar William H IO/IEP 5221.....22506
Edgins James A A/ICP 1890.....29540
Edminster David K EUR/CE 4228.....20665
Edmonds Audrey R ACDA/A 8th Fl SA-6...(9)235-8249
Edmonds William E CA/OCS/CCS/EUR 4811.....23712
Edwards Athalene R M/FSI 100 SA-3.....(9)235-8730
Edwards Cheryl Y INR/REA/NA 8840.....20667
Edwards Elizabeth J CA/EX/AP 1813.....26783
Edwards Eunice PA/HO 3100 SA-1.....28889
Edwards Kevin T IO/EX/BAM 5333.....21111
Edwards Mary EB/ORF/FSE 3524A.....26540
Edwards Sherryl L SY/FO 38A00.....23122
Edwards Tyrone FAIM/IAP 1239.....29569
Efteland Eulaila EA/J 4210.....23152
Egbert Michael D INR/DDC/RPS 6510A.....20779
Egert Timothy M/FSI 100 SA-3.....(9)235-8764
Ehrman James J INR/RWE 4643.....27029
Ehrman Madeline E M/FSI 5602 SA-15....(9)235-1543
Eichelberger Tecora COMP/AD 6104 SA-15(9)235-9340
Eidsness Helen B NEA 6242.....29588
Eidsness Jan C PER/FCA/ARA 2336.....22054
Eiland Michael D Lt Col EA/RA-PMU 4312.....20594
Eilertson Margaret J EB/ORF/ICD 3531A.....22231
Eimer Manfred ACDA/D/M 4670.....29419
Einaudi Luigi R ARA/PPC 6911.....29492
Einhorn Robert J ACDA/MA 5499.....29579
Einhorn Stephen O A/SY/NSU 2534.....28524
Einik Michael M EB/ORF/FSE 3638.....21186
Eisenstadt Gail A ACDA/PA 4936.....26230
Eisenstein Maurice ACDA/WEC 406 SA-6..(9)235-2579
Eisner Adolph H ARA/ECA 4908.....21245
Elam Christopher R A/ART B-258.....21634
Elberts Eva G EB/TT 5830.....20316
Elderbaum William K A/SY/PRS/DD 2519.....23914
Eley Darlyce M NEA/PAB 5247.....21147
Elkins Mary L SY/CC/TAG 2435.....22412
Ellerbe Charles PER/MGT/OS/SP 1329.....22784
Ellinwood Winifred J OPR/STP SA-7.....78995
Elliott Berneda L PPT 250 SA-17.....(9)523-4380
Elliott Catherine J DG/PA 4515.....21648
Elliott Jean T OC/S 6442.....23060
Elliott Mary Ann AF 6234A.....22530
Ellis Betty EB/OCA/REP 4826.....23025
Ellis Florence R PPT 562 SA-17.....(9)523-4293
Ellis Harriet E EA/EP 4206.....24835
Ellis Helen M S/P 7330.....29008
Ellis John L Jr EB/CTA/CERT 3419.....25243
Ellis Rose M/COMP/FO/AD/AA 6201B SA-15(9)235-9413
Ellis Tangie B M/MED 2237.....23207
Ellsworth John F FAIM/PS 1845.....21068
Elmore Carole T EUR/SWG 5517.....28854
Elmore Susan R MED 2906.....21607
Elston Gerald L OC/P B-528.....22167
Ely Adair A FAIM/IAP 1239.....29269
Ely Michael E EB/IFD/OMA 4830.....21114
Ely Nancy H L/AF 5417A.....23736
Emmons Kathleen J OC/T 5440.....20595
Emmons Robert D PER/FCA/CON 2332A.....23332
Endersbee Eleanor A NEA/EX/ADM 4247.....22603
Endlein Marie A FAIM/IAP 1239.....29268
Engberg Stephen B DS/AGR 420C SA-18...(9)235-8866
Engel Bernard IO/UCS 515 SA-2.....22762
Engelbrecht Henry A NEA/ECON 5253.....26986
Engelking Jeannette CA/VO/L/C 700 SA-2.....21987
England Brenda M OPR/FAIM 1239.....21709
Englebrake G Larry OC/PE-E 2313 SA-7.....79510
Englehart Jim E A/OC-N 44A22.....23868
Engram Mildred R EB/IFD/OIA 2533A.....22583
Ennis Barbara A/CDC 2811.....20772
Erb William A OES/OMS 5801.....20650
Erice Elee E M/EEO 3214.....23470
Erlanson Eric P ACDA/D/M 4670.....23702
Ernst David H A/CDC 1239.....23209
Escudero Stanley E IO/UNP 6334.....22597
Eskin Otho E D/LOS 4321.....28232
Esposito Lori A ACDA/ISP/SA 4484.....27907
Esquivel Mary G ARA/RRP 5911.....29543
Essington Robert R BF/FS 7705 SA-15...(9)235-9288
Estep Hunter L INR/RAR 7538.....22229
Estes Charles E Col ACDA/WEC/DI 5741.....20812
Estock Agnes U EUR/EX 5424.....20599
Eszenyi Eva J M/FSI 723 SA-3.....(9)235-8821
Etheridge Carolyn R FAIM/IS 1239.....20422
Ettleman Vicki L FAIM/PS 110 SA-1.....25001
Evander William C OC 44A20.....28946
Evans Barbara E PPT 210 SA-17.....(9)523-4376
Evans Dorothea B OPR/STP 1244.....23176
Evans Dorothy B S/P 7316.....22456
Evans Elizabeth A IO/UCS 515 SA-2.....22770
Evans I Marie A/SY/PRS/DD 2519.....23914
Evans John M S 7231A.....29572
Evans Sandra G PA/PP/S 5831.....24973
Evans-Magher Guida CA/VO/L/R 819 SA-2.....21983
Evely Virginia L IO/EX/ADM 6319.....20561
Evenski Brenda M A/SY/DIS 2426.....24056
Everett Jeanne M OPR/ST/SSC SA-7.....78995
Ewasko Stephanie PER/MGT/AS 2131.....28909

F

Faber Doris E NEA/IAI 6247.....21481
Fagan Joseph F CA/VO/P/D 600 SA-2.....22903
Fagan Joseph J OC 5440.....29554
Fagg Fayette EUR/RPE 6430.....20948
Faircloth Jack AG/EX 410 SA-16.....(9)235-9711
Falco Mathea INM 7331.....28464
Fales Elmer G S/FSG 430 SA-6.....(9)235-9872
Falk George A/CDC 1239.....23209
Falkner William R IO/DHP 5327.....22165
Fannin Mary C ACDA 5930.....29610
Fannin Paula K EUR/SOV 4225.....21401
Fantozzi Daniel T IO/DHP 5327.....22165
Farber James P PM/SAS 7418.....23882
Farley Vincent 22084 INR/EX 6639.....22084
Farlow Robert L INR/RSE/EE 4749.....28538
Farmer Helen H S/AR 6313.....29793
Farnus Louise ARA 6263.....29211
Farrall Gilbert L CA/EX/AP 1813.....26783

Farrar Lawrence F S/S-S 7241.....21522
Farrell Eileen A S/CPR 1238.....21734
Farrell Stephen T OC/P SA-4.....(9)339-7005
Farrell Theresa C FAIM/IS 1239.....20420
Farrell William F Jr FAIM/RM 1239.....20491
Farris L Travis CA/EX/S 621 SA-2.....21991
Farris Leroy OC/T 5440.....21640
Farris Robert PPT 584 SA-17.....(9)523-4245
Fartro Elizabeth V CA/EX/AG 1813.....25730
Faucett Terra E PPT 414 SA-17.....(9)523-4265
Faxio Linda M CA/EX/AP 1813.....26783
Fearson Joann A/FBO 314 SA-6.....(9)235-9497
Fearwell George A Sr OC/T 5440.....23418
Featherstone Edward M EA/J 4210.....23152
Feeney James I FMAS/LS 2204.....20508
Fei Edward T ACDA/WEC/SI 435 SA-6.....(9)235-1061
Feierstein Gerald M INR/RNA/SOA 4636.....28574
Feldman Mark B L 6425.....22001
Feldman Roger B M/COMP 1328.....27490
Feldstein Michael S/P 7316.....21724
Felizardo Susana M/FSI 5110 SA-15.....(9)235-1544
Felt John P EB/OT/TA 3822.....22777
Feltault Richard A A/SY/DO 3811.....20327
Femminella Bernard A PM 4D834 Pentagon(9)695-4888
Fendrick Daniel INR/XR 6842.....22758
Fendrick Reed J INR/RAF/CS 4536.....27174
Fenn Margaret F S/S-O 7516.....21512
Fennell Bernard J CA 6811.....26326
Fenner Leonard A OC/PE-PT 1308 SA-7.....78640
Fensor Andrew EB/ORF/FSE 3417C.....20612
Fenstermacher Edward B OC/P 44A30.....22442
Fenton Michael E A/SY/E 2424.....23109
Fenzi Guido C INR/REC/CDC 8441.....20452
Ferebee Nancy L ARA/AND 5906.....23065
Ferguson Deborah F AF/I 5232.....20454
Ferguson Diane A ACDA 8th Fl SA-6.....(9)235-9550
Ferguson Earl EA/EX 4315.....23242
Ferguson Kenneth D OC/PE 5435.....20946
Ferguson Kenneth P EA/EX 4315.....21668
Ferguson Ralph D OPR/STP SA-7.....78995
Fernandez Candi R NEA 6246.....29464
Ferrell Dorothy M M/MED 2256.....29801
Ferrell William T IO/EX/ADM 6319.....20847
Ferrer James Jr EB/TRA/OA 5830.....20316
Ferrin Vivian A CA/PPT 5805A.....20142
Ferris Helen M S/AR 6313.....29793
Ferris Ronald J A/ISO 12B64B.....23657
Ferriter John EB/ORF/ICD 3529.....27952
Ferro Ollie J ACDA/ISP 4498.....23612
Ferry Edward J OC/PE-R SA-7.....72215
Fettretch James S PPT 414 SA-17.....(9)523-4265
Feuerwerger Marvin S/ES 7234A.....23778
Fiallo Jose GAO/ID 5915.....20602
Field Donald L INM 7336.....23608
Fields Bernice T A/ISO/FADPC 1921.....26559
Fields Louis G Jr L/SFP 5425.....21462
Figgins Dan W Jr ARA/CEN 4909.....22205
Filakovsky John F OC/P B-528.....21091
Fillius Francis J FAIM/IS 2813.....20406
Filson Sandra D EUR/NE 4511.....21775
Finarelli Margaret ACDA/MA/AT 5499.....20872
Finch Lawrence E ACDA/MA 5499.....28455
Finch Richard W A/CDC 1239.....23209
Fincher Jeannette S L/T 5420.....22772
Fine Sherman M/MO 7527.....22074
Fine Shirley M PER/FCA/SO 2809.....22238
Fineburgh Mary P/SP 4833.....22430
Finegold Edmund ACDA/WEC/ATD 5847.....21879
Finger Susan ACDA 4660.....21258
Finkelstein Bella PPT 414 SA-17.....(9)523-4266
Finkleman Rose FAIM/PS 1756.....20550
Finn David OC/PE-E 2313 SA-7.....79538
Finn William F INR/OIL 8667.....20386
Finnerty Dennis EB/ITP/GCP 3830.....21414
Finotti Benedict E M/COMP/FS 1801.....28033
Fiorane James I OC/T 5438.....20595
Firehock Raymond B ACDA/WEC 435 SA-6..(9)235-9883
Fischel Stephen K CA/VO/L/A 611 SA-2.....22900
Fischer Donovan G A/EX 3420.....26928
Fischer Ernest J PPT 232 SA-17.....(9)523-4343
Fischer R Lucas ACDA 4487.....28253
Fish Catherine NEA/EGY 6251.....22365
Fishenden James A M/COMP/FS 1801.....23417
Fisher Alice A IO/UNP 6328.....20514
Fisher Adrian ACDA/D/CCD 5923.....20750
Fisher Daniel L OC 5440.....20595
Fisher David L FAIM/PS B648.....20856
Fisher Don A/EX 1115.....25349
Fisher Frederic A REE/BEX 7314 SA-15..(9)235-9389
Fisher Paul W EB/ORF/FSE 3524A.....28988
Fisher Richard F S/IG/IS 2317.....20152
Fisher Richard V S/S-O 7516.....21512
Fitch Dolores M OES/S 7825.....23004
Fitzgerald Jean A NEA/INS 5251.....21022
Fitzgerald Margaret ARA 6263.....23542
Fitzgerald Meta COMP/FO/FD 6701 SA-15.(9)235-9305
Fitzgerald Patrice M SY/MGT/DIS 2426.....24056
Fitzgerald Patrick ARA/CCA 3250.....21476
Fitzpatrick Kathleen IO/EX/ADM 5323.....21662
Fitzwater Virginia E PPT 262 SA-17....(9)523-4426
Flaherty Nancy L A/EX 44A23.....29414
Flanagan Brian B A/SY/OPS/FO 38A00.....23122
Flanagan James M STP/S SA-7.....78995
Flanegin Robert L INR/DDC/IPR 6635.....22285
Flanigan Alan H EUR/WE 5226.....21412
Flaten Robert A H 7261.....21050
Fleck Benjamin A A/CDC 1239.....23209
Fleenor Charles E INR/OIS/TC 6510A.....20884
Fleischer Lowell R ACDA/MA/IR 5919.....21874
Fleisher Eric W INR/DDR/SA/HRA 2844.....29707
Fleming Camilla G A/ART B-258.....21634
Fleming Journice E PPT/S/IC 562 SA-17.(9)235-4293
Flemons Damon A A/SY/DIS 2426.....20817
Fletcher Joseph L ACDA/A/CS 5664.....21020
Fletcher LaVerne PER/CCA 2421.....23352
Fletcher Linda M FMAS/ESC 1252.....23432
Fliakas Lynn K PA/HO 3100 SA-1.....29477
Floberg Dennis S T 7207.....28877
Flood Patrick J HA/HR 7802.....21180
Florence Richard E FMAS/VS B-258.....21634
Flores Roy S/MEX 4258.....28529
Florkey Roberta A NEA/INS 5251.....22307
Flournoy Arthur W OC/T 5440.....23455
Floweree Charles C ACDA/MA/IR 5499.....27909
Floyd Arva C INR/RSE 4743.....23230
Floyd Jack W M/COMP/FO 6604 SA-15.....(9)235-9309

Floyd Joseph O FAIM/PS 1758.....29570
Fluhr James F ACDA/WEC/ATD 435 SA-6...(9)235-1060
Flynn Janice C OC/P 44A30.....22442
Flynn Maryanne D/LOS 4321.....28233
Flynn Maureen F ARA/EX/FM 3260.....23336
Flynn Michael D PPT 232 SA-17.....(9)523-4408
Fochs John E OC/PE-L SA-7.....71416
Fochs Lillian ARA/USOAS 6917.....22317
Foelak Barbara J ACDA/A 5731.....23442
Fogarty John F EUR/SOV 4229.....23457
Foggie Sonja M L/T 5420.....21736
Fogle Denise N F STP/S 535 SA-6.....(9)235-2677
Foldvary Frank C INR/RSE 4751.....29199
Foley Russell A PPT 260 SA-17.....(9)523-4259
Folta Anne A ACDA/OA 804 SA-6.....(9)235-2214
Fon Robert L OC/OPS-S 44A28.....28001
Fonda Stewart H IJC 203 1717 H St NW.....22217
Fonvielle Yvonne P M/EP 7332.....29295
Foo Jenny J CA/OCS/EA 4817.....23675
Forbes Thomas L OC/T 5440.....23455
Forbord Thomas A E 7245.....24382
Forcier Gerard O A/CDC/MR 1239.....22795
Ford Ermine E M/COMP/BP/RC 1129A.....20998
Ford Geraldine L INR/PMT 6638.....20417
Ford John S ARA/EX 3260.....23690
Ford Joyce M/MED 2256.....29801
Ford Theodore C SY/PRS 2530.....23897
Foreman John H A/ISO/FADPC 1921.....27764
Forman Douglas N Jr A/CDC 1239.....23209
Fortune Terence J L/EA 6427.....28900
Foss Herbert T FAIM/IAP 1239.....22856
Fossan Emil M FMAS/LS 2204.....21415
Foster Cathleen PPT 362 SA-17.....(9)523-4427
Foster Rosyln R FMAS/LS 2212A.....21102
Fotinos Vasilios FMAS/GS B299.....21672
Fountain Betty ARA/RPP 5911.....29543
Fountaine George L OC/P B-528.....20731
Fouts Susan C EB/ORF/FTD 5835.....22690
Fowler Alta PER/REE/BEX 7314 SA-15....(9)235-9225
Fowler Stephanie P M 7810.....21756
Fowlkes James E PM/MC 800 SA-6.....(9)235-9770
Fox Barbara T EA/EX 4315.....23242
Fox John IO/DHP 5327.....21544
Fox Mary T ACDA/PA 5443.....27230
Fox Richard K Jr S/IG 6821.....24740
Fox William J OC/PE 1108 SA-7.....79389
Frades Evelyn OES/ENR 7819.....24799
Fraley Stanley K ACDA/NP/NE 4953.....21140
Framinan Susana K M/FSI 525 SA-3.....(9)235-8348
Francis W W A/ISO 19A16.....22278
Frank Bonnie A ARA 6263.....29226
Frank Elke AF/P 3509.....20322
Frank Margie A PER/FCA/PAS 1830.....29431
Frank Ralph NEA/EX 4249A.....26434
Frank Valerie E 7245.....24382
Frank W Douglas H 7261.....29157
Franke Herman H M/COMP/FO 7705 SA-15..(9)235-9382
Franks Robert J A/SY/PRS 2509.....23108
Frasure Robert C S/S-S 7241.....28348
Fratoddi G Max A/SY/WFO 4th Fl SA-15..(9)235-9351
Frazier June B S/CPR 1238.....22299
Frechette Miles R R ARA/CCA 3250.....29272
Frederick Daisy B OC/S 6442.....22008
Frederick Helen A PPT 770 SA-17.....(9)523-4423
Frederick Rose V PPT 414 SA-17.....(9)523-4265
Freeland Barbara A A/SY/OPS/T 3810A.....20914
Freeman Arthur L EB/CTA/TD 5824.....23405
Freeman Carol A RP 421 SA-2.....22822
Freeman Charles W EA/PRCM 4318A.....26300
Freeman Olga G IO/LAB 5332.....21120
Freeman Wanda P PER/ES/RET 1251.....23342
Freeman Yvonne W PPT 210 SA-17.....(9)523-4335
French Dorothy E D 7222.....21092
Frey Kathryn E COMP/FO/FD 6713A SA-15.(9)235-9321
Frey MarieAnn PM/SAP 7428.....24763
Fricke Bette D NEA 6246.....20325
Friedland Sidney EUR/CAN 5227.....23189
Friedman Cindy R FAIM/IS 1239.....28484
Friedman Jack EA/RA 4312.....21200
Frisa Elizabeth L INR/RMP/NS 6524A.....22086
Frith James R M/FSI 901-C SA-3.....(9)235-8816
Fritsche Sue C COMP/FO/FD 6520 SA-15..(9)235-9240
Fritts Robert E EA/TIMBS 5206.....23276
Fritzlan David A NEA/EX 4247.....20300
Froebe John A Jr EUR/RPM 6513.....21135
Frost Edward W FAIM/PS 1758D.....29570
Frost Peter EB/OCA 3336.....20792
Fuchs Wolfgang G A/SY/FIPS 2422.....20941
Fuell Tommy T FMAS/VS B-258.....21634
Fukuda Manabu FMAS/LS 2212.....23492
Fulcher Anne M ACDA 5923.....20392
Fulgham Frank M A/BF/OF 6604D SA-15...(9)235-9342
Fuller Harrell K PER/MGT 2137.....28116
Fuller Laura L PA/PP 5825.....21579
Fuller Robert C OC/T 5440.....29553
Fulper Karen E A/ALS 501 SA-6.....(9)235-9466
Funches Christina ACDA/PA 4936.....29504
Funderburke Gwenevere ASIA 611 SA-18..(9)235-8582
Funseth Robert L EUR/NE 4513.....20455
Furey Thomas P INR/OIS 6510-A.....20808
Furgang Mary M PPT 210 SA-17.....(9)523-4335
Furness Brian R EB/ITP/EWT 3815.....20442
Furness George A IO/OIC 1517.....21271
Fuselier Burley P Jr A/SY/CC 2435.....22412
Fyock Lilian ACDA/A 5725.....23708

G

Gabriel Kathleen J EB/IFD/ODF 2529A.....21063
Gadson Marion B FAIM/IS 1239.....21709
Gaffey Joseph E OC/OP/EA 44A20.....28946
Gaffey Rita M EA/EX 4311.....20481
Gaffney Edward F SY/I/WFO 4 Fl SA-15..(9)235-9345
Gagnon James M NEA/ARP 4224.....22329
Gahn Roland FMAS/GS 1493.....28208
Gaidsick Howard FAIM/PS 1847.....22517
Gaines Charles S M/FSI 915 SA-3.....(9)235-8815
Gaines Yvonne S FM/BUD 517 SA-12.....20182
Gaither H Rowan PER/G 6217.....22751
Gaither Lloyd Z OC/S 6442.....23060
Galford Clara I P 7240.....20356
Gallagher Dennis J L/M 4427A.....20767
Gallagher William W A/FBO 327 SA-6....(9)235-9490
Gallant John F GAO/ID 2536A.....21588
Gallant Kim K SY/PRS/SD 2519.....23914

Gallardo Manuel INM 7813.....29004
Gallery Deirdre E FAIM/IAP 1239.....20749
Gallik Daniel ACDA/WEC/SI 5846.....28653
Gallini Linda ACDA/NP/NX 4931.....27905
Gallo Grace AAG/W 514 SA-16.....(9)235-2133
Gallogly Stephen J EB/ITP/EWT 3815.....20657
Gallucci Robert L S/P 7330.....28664
Gallup Jeffrey C EUR/RPM 6225.....23199
Galutia I Dean EB/EX 6820.....29550
Gamber Daniel G CA/EX 4824.....23118
Gamber Nancy E PER/CCA 2421.....27218
Gansel James G OC/T 5440.....23455
Gappa Howard L OC/PE-M 1315 SA-7.....79533
Garcia Enrique J V OC/PE-R 1402 SA-7.....72216
Garcia Franklin D HA 7802.....20855
Garcia Lydia SCA/SCS 4803.....22896
Garcia Marlene ARA 6263.....28369
Garczynski Casimir L PER/PPM 4419.....23205
Garde Rita A M/MED 2260.....23595
Gardner Francis V IO/OIC 1428A.....21304
Gardner Gail L REE/EMP/RB 7520 SA-15..(9)235-9370
Gardner Julian W Jr S/IG/IS 2317.....20152
Gardner Robert C A/FBO 327 SA-6.....(9)235-9489
Gardner Rosemarie ACDA/WEC/DI 5741.....20816
Gardner Sandria P FMAS/ESC 1920.....21657
Garkusha George M/FSI 700 SA-3.....(9)235-8821
Garland Keith P PM/SSP 7325.....25097
Garland William A EUR/CAN 5227.....21097
Garlisi Eleanor M M/MED 2313.....29546
Garner Joan E CA/VO/L/R 819 SA-2.....21933
Garner William A CA/VO/F/I 811 SA-2.....21998
Garon John C M/DG 7333.....29404
Garrett Sybil N AF 6236.....21818
Garrison Mary Lee K AF/C 4246.....22216
Garry Sherry IO 6323.....22468
Garvey Evelyn EUR/RPM 6227.....21627
Garza Oliver P ARA/EX 3260.....21694
Gaskins Carnetta PPT 210 SA-17.....(9)523-4376
Gaskins William A PPT/C/O 5813.....23728
Gaston Elizabeth M S/MS 7246.....28704
Gaston-Shapiro Gloria L OES/SCT 4330.....20638
Gatch John N A/CDC 1239.....23209
Gathright Wreatham E S/P 7330.....21009
Gatto Donald J OC/P SA-4.....(9)339-7005
Gattuso Patricia ACDA 5494.....23422
Gaum Anne E A/FBO/CR 321 SA-6.....(9)235-9445
Gausman Diane M M/COMP/FO 7707 SA-15..(9)235-9381
Gavin Edmond P III A/SY/CC 2435.....22412
Gay Gregory IO/OIC 1515.....20924
Geaneas Paul Z A/SY/PSI/I/PVB 2418.....23186
Geber Anthony EA/EP 4206.....24835
Gebert Karla S/S-S 7241.....21522
Gee Carl I A/SY/DO 1258.....23212
Gee Kathryn ARA/ECA 4908.....20553
Gee Willie Jr FAIM/RM 1239.....28806
Geer Columbus O PPT 262 SA-17.....(9)523-4270
Gehring Robert A IO/AGR 5328.....22525
Gehron William J EUR/P 5229.....21288
Geigan Louise ARA/USOAS 6489.....28650
Geiger James J O/ISO 1921.....22150
Gelner Michael EA/VLC 6317.....23132
Gendron Gerard J A/OC/OP-VIP 44A21.....28946
Genovese Mary C M/DGP 6216.....22598
Gentry Donald L OC/P B-528.....20388
Gentzler Judith E EUR 6226.....21010
George Emmett OPA 4893 AID.....28332
George Gwendolyn SY/PRS/SD 2519.....23914
George Linda K SY/I/WFO 4th Fl SA-15..(9)235-9360
Gerakas Evans PA/HO 3100 SA-1.....29702
Geralde Mary OPR/OS 7331.....29438
Gerardi M Catherine CA 6811.....20956
German Genevieve F INM 7336.....20365
Gershenson Robert S DGP/PER 6216.....25152
Gethers Cynthia L H 7251.....21882
Getzinger Richard W ACDA/NP/NE 4953.....21140
Ghee Rose B CA/PPT 5805A.....20142
Giamporcaro Jeanne M FAIM/RM 1239.....20425
Giamporcaro Louis A FAIM/RM 1239.....28806
Gibb Diana S PER/PE 2803.....23412
Gibbons Elizabeth A M/COMP 6604 SA-15.(9)235-9342
Gibbons John M A/SY/WFO 4th Fl SA-15..(9)235-9356
Gibbs Paula E OC/P B-528.....23094
Gibson Deliliah CA/CCS/EUR 4811.....23712
Gibson Henrietta A FAIM/LR 2442-C.....22661
Gibson Stephen R ARA/ECP 3234.....20981
Gibson William F A/SY/FO 38A00.....23122
Gidley Barry F IO/EX/OB 5331.....28672
Giesby Janice F EB/OA/AN 5531.....21233
Giese Arthur M T 7208.....28074
Giesey Janice F EUR/NE 4511.....23977
Giffler Lydia K INR/REC/OD 8441A.....20017
Gigliotti Donna L DG/PA 6808.....21742
Gilbert Iris J D/CT 2238.....29893
Gilbertson Jean A OC/SA 44A20.....21317
Gill Avery V M/MED 2313.....29546
Gill Mildred M PPT/S/PC 386 SA-17.....(9)523-4327
Gillam Constance D M/COMP/BP 1331.....20922
Gillan Nancy C COMP/FO/FD 6713 SA-15..(9)235-9247
Gillespie Bernice E IO/OIC 1428A.....22712
Gillespie Charles A Jr M/MO 7427.....21382
Gillespie Stephanie A A/EX/PMD 1879.....26597
Gillespie Vivian PA/OAP 6805.....20472
Gillett Janet EA/RA 4312.....23697
Gilliam Leonard OC/P B-528.....22167
Gilliam Wallace H SY/T 3810A.....29366
Gilligan Brian A M/COMP/FO 6104 SA-15.(9)235-9341
Gillis Jane C FMAS/GS 1493.....23241
Gillmore Shirley M EB/OCA/CM 3336 20792
Gilmore Charles OC/T 5438.....23455
Gilmore Harry J EUR/EE 5220.....22673
Gim Wever REE/BEX 7314 SA-15.....(9)235-9392
Gingles Robert L A/FBO 335 SA-6.....(9)235-9493
Ginsberg Marc C M 7810.....21756
Ginsburg Susan INM 7331.....28692
Girdler Lewis PER/FCA/EUR 26A11.....20251
Gise Alan A CA/OCS 4800.....23816
Glad Albert L AF/W 4250.....28436
Gladhill Virginia M PPT 414 SA-17.....(9)523-4266
Glapion John E INR/OIS/TC 6510-A.....20884
Glaros Anthony K PPT 315 SA-17.....(9)523-4311
Glasberg Deborah M FAIM/PS 1841.....21053
Glasgow Tereatha PPT 414 SA-17.....(9)523-4265
Glazer Harry IO/M/IR 5332.....21044
Gleason Steven R SY 4th Fl SA-15.....(9)235-9356
Glenn James H EUR/EE 5217.....21457
Glenn Sandra A PM/MC 800 SA-6.....(9)235-9755

Glennon John P PA/HO 3100 SA-1.....29477
Gleysteen Culver REE/BEX 7314 SA-15...(9)235-2168
Gleysteen Dirk H 7261.....29191
Glidden Mary Ann IJC 203 1717 H St NW.....24797
Glines Howard T WRDCO 801 SA-6.....(9)235-9614
Glover Dorothy PER/ER/RET 1251.....23344
Glover Thomas E PPT 386 SA-17.....(9)523-4327
Gmuer Thomas Capt ACDA/D/IS 6510A.....20224
Gnoffo Susan J EA/PRCM 4318A.....21004
Goddard Joseph G A/FBO/IDF 412 SA-6...(9)235-9440
Godek Lillian L A/SY/DIS 2426.....23987
Godfrey Deborah J NEA/ARP 4224.....23604
Goelz Raymond F IO/PMS 6808.....20944
Goffe William G INR/REC/TI 8727.....20757
Gold Ruth S EB 6826.....22175
Goldberg Ruth E EA/PRCM 4318A.....22656
Goldblatt Janet W PPT 210 SA-17.....(9)523-4334
Golden Kathleen L SY/CC 2435.....22412
Golden Lillian E EUR/EE 5223.....21070
Goldman Gerald CA/MGT 4824.....23281
Goldman Michael H EB/ITP/OT/STA 3531A.....20641
Goldman Steven ACDA 5637.....20846
Goldring Lenora M AF/W 4250.....20647
Goldsmith Werner OC/T 5440.....21640
Goldstein Betty G M/COMP/BP/RC 1133.....28143
Goldstein George J SY/PRS/SD 2519.....23914
Goldstein Murray A/ISO/FADPC 1921.....27983
Gompert David C PM 7317.....21791
Gonet Carol A PPT 358 SA-17.....(9)523-4319
Gonzales Rosalia T L/HR 5527A.....23045
Gonzalez Charlotte K BF/OB/R 1132.....29316
Good Barbara J IO/IWP1427.....26906
Good Dale E S/IL 4234.....23662
Goodall Alice L S/P 7311.....29717
Goodby James E EUR 6226.....21010
Goode Sue L INR/REA 8840.....22109
Goode William K FAIM/PS 1758-D.....29570
Gooden Geneva L NEA/ARP 5248A.....23614
Goodier Grace E A/SY/CC 2435.....22412
Goodison Ronald A C M/FSI 700 SA-3....(9)235-1523
Goodman Dennis EUR/NE 4511.....20624
Goodman Grace E PPT 300 SA-17.....(9)523-4284
Goodwin Arthur E Jr INR/EX 6639.....21080
Goodwin Mattie F EA 6206.....22146
Gookin Richard J S/CPR 1232.....27984
Goray Stanislaw CA/CCS/EUR 4817.....25359
Gordon Herbert A/CDC 1239.....23209
Gordon Howard SY/T/WSB SA-7.....73510
Gordon Joseph D PPT 552 SA-17.....(9)523-3201
Gordon Robert C F M/DGP 6218.....25145
Gordon Ruth PPT 210 SA-17.....(9)523-4335
Gordon Vera M S/S-EX Recpt Rm 7th fl.....21713
Gore Catherine M S/CPR 1237.....21034
Gorham Mary L EB/ORF/FSE 3524A.....26540
Gorisek George F OC/T 5440.....29554
Gorsha Karen M L/T 5420.....20720
Gorzkowski Rose W CA/VO/P/IW 712 SA-2.....21950
Gosnell Jack L EA/K 5315.....27717
Gossett Asie OC/T 5440.....23455
Gossom Cynthia SY/PRS/SD 2519.....23914
Gothe Arlene A ARA/CAR 3242.....23210
Goudaillier Simone A DG/FCA/PAS/PC 1828.....22642
Gough Betty C A/CDC 1239.....23209
Goulette Neil E A/SY/NSU 2534.....28524
Gowen George A III EB/OT/STA 3829.....20687
Gowing Alan V A/SY/SAS 2236.....21040
Gowland Martha L M/FSI 618 SA-3.....(9)235-8834
Goyette Mary R ARA/MEX 4258.....29895
Grace Linda A ARA/EX 3260.....28113
Gracia Francisco ARA/EX/ADM 3260.....23685
Grady Susan M EUR/RPE 6517.....20859
Grafeld Margaret P FAIM/IS 1239.....22636
Graham Ella M EA/EX 4313.....23102
Graham Richard C HA/HR 7802.....28186
Graham Russell F NEA/ECON 5253.....27519
Graham Thomas W ACDA/NP/NE 4931.....21107
Grahl Larry C S/IG/IS 2317.....20152
Gralnek Maurice N EA/EX 4313.....23102
Grammo Reynald P REE/REC/GR 7520 SA-15(9)235-2416
Granger Susan E PER/FCA/E-C 2417A.....29764
Granick Robert E S/IG/IS 2317.....20152
Grant Daniel V EB/OT/TA 3822.....22742
Grant Henry R STP/P 528 SA-6.....(9)235-1710
Grant Lee R A/SY/OPS/T SA-7.....73510
Grant Lorraine R PER/ER/EM 2820.....22827
Grant Mary PA/HO 3100 SA-1.....29002
Grant Terrance G INR/RWE 4644.....28406
Grant Tommye L CA/PPT 5805A.....24470
Grassi Louise B BF/FS/FD/V 6524 SA-15.(9)235-9240
Gravatt Joan S EB/OA/AVP 5535.....29341
Gravely Elizabeth Q A/SY 4th Fl SA-15.(9)235-9346
Gravely John W M/MO 7423.....22553
Graves Donald E INR/RSE/SI 4844.....29204
Graves William F ACDA/WEC/DI 5741.....21296
Gravett Leonard L OES/EX 7818.....20589
Gravett Roberta A PM/SAS 7418.....22024
Gray Anita L OICR/ALP/ITA 7717 Com.....20286
Gray Delores M PPT 562 SA-17.....(9)523-4330
Gray J Richard A/FBO/BDC 327-B SA-6...(9)235-9508
Gray Victor S Jr EUR 5223.....20575
Graze Deborah E EUR/PP 5224.....28969
Graznak Judith E SY/T 3810A.....20914
Greco Charles S M/COMP/FS 1801.....22091
Green Alice J COMP/FO/FD 6524 SA-15...(9)235-9240
Green Arthur M OC/P SA-4.....(9)339-7005
Green Cynthia A/EX/PMD 7310.....21647
Green Evelyn INM 7331.....21274
Green Gail P COMP/FO/FD 6705 SA-15....(9)235-1418
Green George B OC/PE-M 5435.....23430
Green James F FMAS/GS B229.....21012
Green Marvin D S/S-EX 7517.....29221
Green Robert M/COMP/BP/RME 1331.....22344
Green Robert U A/BF/OB/RME 1331.....22344
Green Rose M REM/BEX 7314 SA-15.....(9)235-9246
Green Ruby S STP/P 528 SA-6.....(9)235-1710
Green Saul FMAS/GS B-229.....21012
Greenbaum Denise K PA/PRESS 2109.....22495
Greene Myles L INR/RNA/SOA 4636.....22757
Greene Regina ACDA/ISP/SA 4923.....23535
Greenlee David M S/S-O 7516.....21530
Greenspan Allen S NEA/AFN 5250.....20279
Greenwald G Jonathan HA/HR 7802.....22590
Gregg Anna M OC/T 5440.....23418
Gregoire Joseph P INR/REC/DCD 8444A.....21187
Gregory Annie P AF 6238.....23743
Gregory Dorothy S PA/OAP 5815A.....29859

Gregory John M Jr EA/EP 4206.....24835
Gregory Peter E A PER W-119 SA-1.....24944
Gresser Julian EA/RA 4310.....22912
Greve Doris J COMP/FO/FD 6713 SA-15...(9)235-9321
Grey Robert T OES/SAT 4333.....22432
Grier Linda T OES 7831.....23488
Grier Mary E PPT/S/PG 552 SA-17.....(9)523-4301
Griff Arlene E EA/K 5315.....27717
Griffin David OC/PE-MT SA-7.....(9)557-9534
Griffin Edward G INR/XR/RCM 6747.....23968
Griffin James M A/FBO 316 SA-6.....(9)235-9502
Griffin Karen T ACDA/WEC/SAS 5846.....21622
Griffin MaryAnn A/ALS 512 SA-6.....(9)235-2219
Griffin Ralph ARA/ECA 4908.....21244
Griffin Robert C M/MED 2906.....22199
Griffith Jerone L FMAS/GS B229.....21673
Griffith Wayne G PPT 512 SA-17.....(9)523-4301
Griffiths Richard M A/SY/OPS/T 3810A.....29366
Griggs Evelyn BIC Commerce.....20745
Grimes Bernard A OC/P 427 SA-6.....(9)235-9434
Grimes L Ann OC/PE/R 2102A SA-7.....(9)557-9520
Grisser Harold R M/MED/GS 2913.....23527
Grob Louis W SY/T/WSB SA-7.....73511
Grogan Kathleen EB/ORF/FSE 3524A.....20354
Gronouski John A BIB 430 Exec.....(9)254-8040
Groom Howard W INM 7811.....28694
Grooms Judith C AA/SER/SA 2842.....28626
Grose Peter B S/P 7316.....21724
Gross Bernard E II PER/MGT 2135.....29432
Gross Cheryl A PA/PC 4831.....20677
Gross Clifford H INR/RSE/FP 4843.....29212
Gross Isabelle B M/FSI/SPS 1014 SA-3..(9)235-8794
Gross Joyce A EB/ORF/ICD/ISM 3531.....20702
Gross Margaret A FAIM/IS 1239.....22856
Gross Ray P SY/E 2424.....23143
Gross Woolf P NEA/RA 5252A.....23014
Grossi Theresa L S/IG 6821.....28003
Grossman Marc NEA 6242.....22120
Grove Brandon Jr ARA 6263.....28386
Grove Edward A Jr A/BF/OB 1332.....20652
Grove Judith A CU/PC 4803A.....25409
Grover Charles W PER/FCA/POL 2417A.....29776
Grover Rose J FMAS/VS B258.....21634
Groves Betty L PER/FCA/T&R 2328.....28452
Gruber Helen F PER/REE/EMP 7524 SA-15.(9)235-1030
Gruer Rose M M/MED 2906.....23595
Grummon Stephen R INR/RNA/SOA 4636.....28574
Grusheski James J RP 417 SA-2.....22490
Guamirin Linda ACDA/A/CS 5664.....23647
Gudgeon K Scott L/EB 6420.....21571
Guensberg Larry A PPT 414 SA-17.....(9)523-2384
Guerra Manuel ARA/AND/E 5906.....25864
Guerra-Mondragon Gabriel S/S-S 7241.....21522
Guerriero Donald A SCS 1803.....29350
Gugino Jo Anne C S/S-S 7241.....28348
Guhin Michael A OES/NEP 7828.....27036
Guice April J A/SY/E 2424.....23142
Guida Marie P FMAS/LS 1701.....20706
Guilbault Jane A S/CPR 1701.....20907
Guilbert Frances S S/AG 7509.....20968
Guillory Mildred SCS 1810A.....23638
Gulli Edward N M/COMP/FS 1801.....21286
Gullins Marva I M/MED 2906.....22199
Gunn Joyce SCS 1813.....23015
Gurr John W OPIC 818 BOT.....29634
Gurvin Peter E A/FBO 327 SA-6.....(9)235-9508
Gust Sandra J EUR/SOV 4229.....28956
Guzman Ralph ARA 6263.....23542
Gwyn Keith M A/SY/PRS/DP 2509.....23897

H

Haahr James ARA/PAN 4913.....24981
Haar J Jean PER/FCA/EA 2332A.....23312
Haas Steven C EB/ORF/ICD/ISM 3531A.....29463
Haase Constance EB/EX 6820.....29368
Habenicht Glenn W II SY/WSB SA-7.....73510
Habib Michael J EUR/NE 4511.....20498
Habib Philip C S/PH 7329.....28996
Hackett James T ACDA/A 5725.....23708
Hacking Carol L PER/FCA/POL 2417A.....29776
Hackworth Amy E EUR/EE 5220.....23345
Haddad Souria H FSI 5505 SA-15.....(9)235-1533
Hage Louis R IO/UNP 6328.....20333
Hagee John V OC/P SA-4.....(9)399-7005
Hagen Ronald E INR/DDR/REC/RED 8666.....29759
Haggerty Susan A EB/OT/STA 3331.....20266
Hahn Peter W A/FBO/BDC 327 SA-6.....(9)235-9485
Haines Mary A FAIM/IS 1239.....28484
Hairston Gail R M/COMP/EX 1328.....29518
Hairston Jordan R SY/MGT/DIS 2426.....24056
Hairston Thomas J OC/P-O SA-4.....(9)339-7005
Hales Annette M PER/CCA 2421.....23352
Hall Blair P FAIM/IS 1239.....28484
Hall Calvin C FAIM/EC 1239.....21704
Hall Catherine E INR/RWE 4742.....25675
Hall Claude H Jr 1750 Pa Ave NW.....(9)393-4220
Hall Deborah A PER/MGT/OS/IO 1336.....22098
Hall Donald R OC/PE-M/T 1315 SA-7.....79533
Hall G Dorothy OPR/STP 1047.....28783
Hall Evelyn V INR/RAF 4536.....27331
Hall Francis S CA/CCS 4811C.....22837
Hall G Dorothy OPR/STP 1047-A.....21942
Hall Glenn E FMAS/VS B-258.....21634
Hall Jocelyn M FAIM/PS B844F.....20935
Hall John R PPT 232 SA-17.....(9)523-7191
Hall Jonathan E FAIM/PS 1758.....29570
Hall Leon C M/COMP/FS 1804.....23101
Hall Louis J FMAS/GS 1493.....23636
Hall Mildred CA/VO/F/P 817 SA-2.....22908
Hall Nancy J OC/P 44A30.....22442
Hall Nellie W D/CT 2238.....27264
Hall Robert W OC/PE-E 2317 SA-7.....79384
Hall Sharon C SCA/PPT 3101 SA-17.....28863
Hall Thayal F NEA 6242.....29465
Hall Vivian L FAIM/IAP 1239.....29268
Hall Wanda L M/COMP/FO/TT 1135.....27820
Hall William H EB/OCA/CM 3336.....22363
Haller Karen G ACDA/D/SA 5933.....28478
Hallford Scott S EA/PRCM 4318-A.....22656
Hallman Brian S OES/OFA 5806.....21073
Halsted Thomas A ACDA/PA 4936.....20392
Halter K Steven EUR/EX 5428.....23286
Haluska Marianne J M/FSI 901 SA-3.....(9)235-8816

Halwax Kristen INR/RGE 8749.....22156
Halyard Vivian F OPR/FAIM 1239.....20394
Hambrick Barbara K S/S 7224.....28448
Hamer Betty J BF/FS/AD/AA 6104 SA-15..(9)235-9336
Hamilton George M OC/P B-528.....28350
Hamilton Gralyn COMP/FO/FD 6713 SA-15.(9)235-9322
Hamilton Joyce E OC/T 5440.....23418
Hamilton Perry C M/COMP/BP/FP 1331.....20922
Hamilton William C S/IG 2318.....20152
Hamit James L Jr OC/T 5440-G.....23418
Hamlin Rebecca G PPT 232 SA-17.....(9)523-4343
Hammond Kathryn L A/OC-N 44A20.....21438
Hammond Rose M PM/MC 800 SA-6.....(9)235-9756
Hamner Charlene E ARA/PAN 4913.....24960
Hampton Joan C FAIM/IS 2813.....20406
Hampton John R OB/R 1331.....21146
Hampton Josetta M M/FSI 1200 SA-3.....(9)235-8714
Hampton Ronald E FAIM/IS B-242.....20419
Hamrick Samuel J AF/E 5240.....28852
Handy Mary E EB 6828.....27950
Handy Susan A REE/REC/GR 7808 SA-15...(9)235-9377
Hanifin Janet L OES/EX 7821.....23622
Hankins Eppie O PER/PE 2803.....23412
Hanks J Wayne OC/P 44A25A.....21198
Hanley C Norman PER/G 7327.....22825
Hanley Mary F HA 7802.....23660
Hanna Catherine B M/FSI 527-C SA-3....(9)235-8831
Hannemann George A Sr NEA/EX/BUD 4249.....20727
Hanrehan Arthur D SY/FO/EUR 38A00.....23099
Hansen Margaret A SY/OPS/T 3810A.....29366
Hansen Patricia S M/FSI/SLS 500 SA-3..(9)235-8833
Hansen Robert W PM/DCA 7424.....29093
Hansen Ruth G PER/FCA/NEA 2830.....29412
Hansford Floretta Y TA 3818.....21162
Hanson Ann R PA/PC 5817.....21299
Hanson Charles M ARA/PPC 3248.....27539
Hanson Christine ARA 6494.....29444
Harary Joseph A A/CDC 1239.....23209
Harcum Gilbert M NEA/EX 6243.....21681
Hardebeck Marvin C OC 5440.....23455
Hardin Robert L M/FSI 209 SA-3.....(9)235-8721
Hardman Clarence OC/P SA-4.....(9)339-7005
Hardman Miriam INR/RNA 4524A.....28401
Hardmon Clarence OC/P SA-4.....(9)339-7005
Hardrick Margaret L DGP/PER 6218.....29443
Hardy Alan M AF/S 4238.....28434
Hardy Blanche E A/SY/DIS 2426.....23006
Hardy Elsie EA/J 4210.....23152
Hardy Macon L PER/MGT/OS/SP 1329.....22734
Hardy Wanda R PPT 700 SA-17.....(9)523-1596
Hare Paul J AF/S 4238.....27786
Hargreaves Edward M/FM/FC 1132.....21196
Hargrove Maria ARA 6263.....28562
Harkay Brenda J REE/EMP 7802 SA-15....(9)235-9373
Harkless Marlene R STP/S 535 SA-6.....(9)235-9586
Harley Donna ARA/AND 5906.....29360
Harley Phyllis A/SY/WFO 4th Fl SA-15..(9)235-1740
Harman Sally L PER/REE/EMP 7524 SA-15.(9)235-1030
Harmon Sally L PER/REE/EMP 7520 SA-15.(9)235-9369
Harnisch Kevin A A/ALS 511 SA-6.....(9)235-9515
Harper Airline COMP/FO/FD 6701 SA-15..(9)235-9251
Harper Elizabeth J CA 6811.....22448
Harper Janice A PPT 520 SA-17.....(9)523-4333
Harpham Betty M EB 6826.....22175
Harrell Barbara COMP/FO/FD 6701 SA-15.(9)235-9332
Harrell Edgar C EB/IFD/PAS 2833.....21548
Harrick Barbara Jo M/MED 4253.....25209
Harrington Dorothy PPT 210 SA-17.....(9)523-4335
Harrington John M M/FSI 1012 SA-3.....(9)235-8786
Harris Alice L FAIM/RM 1239.....27338
Harris Anne C EUR/SOV 4217.....23738
Harris Benjamin E A/ISO 1921.....21390
Harris C Cleland M/FSI 500-C SA-3.....(9)235-1447
Harris Carl B RP 500 SA-2.....27770
Harris Charles J OES/OPA 5801.....24970
Harris Danny M OC/PE-M 5435.....23430
Harris Delores C CA/PPT/P 4817.....23220
Harris Donald S EA/RA 4312.....23697
Harris Eleanor J CA/VO/LOC 700 SA-2.....22949
Harris F Allen PA/PP 5831.....21433
Harris George S INR/RNA 4524A.....28397
Harris James T OCT 5440G.....23418
Harris Kenneth J M/COMP/FO 6205 SA-15.(9)235-9310
Harris Kenneth O EA/EX 4311.....20480
Harris Lawrence T FAIM/IS 1239.....20420
Harris Lillian C INR/REA/NA 8840.....22108
Harris Loretta R PPT 730 SA-17.....(9)523-4370
Harris Louis B PPT/S/PS 302 SA-17.....(9)523-4230
Harris Marilyn A FAIM/IAP 1239.....20769
Harris Rose E PPT 414 SA-17.....(9)523-4265
Harris Sheron FAIM/IS B847A.....20874
Harris Thelma M M/COMP/FO 6604 SA-15..(9)235-9342
Harris Thomas S/IG/IS 2317.....20152
Harris William B INR/DDC/OIL 8646.....21124
Harrison Diane IO/UCS 515 SA-2.....22804
Harrison Harold A OC/P B-528.....20388
Harrison Howard E OC/T 5440.....27989
Harrison Irene S S/S-S 7241.....20318
Harrison Melvin EB/OT/TA 3822.....21719
Harrison Philip L BF/FS 7717 SA-15....(9)235-2000
Harrison Roger G EUR/RPM 6225.....28051
Harrop William C AF 6234A.....22446
Hart Donald F EB/ORF/OFP 3427.....23090
Hart Hobart M S/S-I 7241.....23836
Hart Larry T EUR/EX 6511.....21439
Hart Mary IO/M/BA 5336.....23049
Hart Richard R EA/PRCM 4318A.....21004
Hart Roger L AF/W 4250.....20842
Hart Rosemarie B PER/FCA/EUR 26A11.....22832
Hart Shirley M REE/EXAM/SR 7507 SA-15.(9)235-9406
Harter Dennis G EA/VLC 6317.....23132
Hartgen Judith A HA 7802.....20314
Hartland Dorothy J PER/FCA/ARA 2336.....22054
Hartle Janet A Clemency Board 2033 M St NW..43300
Hartle Robin L HA/HR 7802.....22590
Hartley John J INR/REC/CDC 8444.....21176
Hartley Nancy L IO/PMS 6808.....20943
Hartman Richard S OC/PE-E 412 SA-6....(9)235-1972
Hartnett Daniel PPT 358 SA-17.....(9)523-4319
Hartnett Patricia A SY 4th Fl SA-15...(9)235-9348
Hartung E Joanne PPT 3208 SA-17.....29690
Hartwell Alton L A/ISO/FADPC 1921.....24083
Hartwick Douglas E 7250.....20549
Hartzler Alfred J ACDA/OA 804 SA-6....(9)235-2249
Harvey Corine A DG/MED 2906.....23845
Harvey Gordon E A/SY/OPS/FO 3800A.....23122

Harvin Paris L FAIM/LR 2442-B.....28347
Haskins Christine E CU/NEA 4421.....23444
Hatchett Adrienne B PER/CCA 2421.....22508
Hathaway Alice M M/COMP/FO 7211 SA-15.(9)235-9339
Haufe Susan M PA/PC/CM 5819A.....21394
Haughey Francine M/FSI 500 SA-3.....(9)235-1493
Haukness Robert A/EX 3424.....28920
Hauser Rita E BIB 430 Exec.....(9)254-8040
Hawe William J SY/PRS/SD 2519.....23914
Hawkins Anna H 7251.....21608
Hawkins Antonia B S/S-EX 7517.....21287
Hawkins Charles H OC/P B-528.....20388
Hawkins Edith I A/ISO 19A16.....28444
Hawkins Geraldine V PER/MGT/OS/CC 1818.....21224
Hawkins Jean A OC/T 5440.....23418
Hawkins Kenneth L PPT 414 SA-17.....(9)523-4265
Hawkins Nannie B FAIM/IS 1239.....21709
Hawkins Olivette M NEA 6243.....20626
Hawkins Pauline A PM/ISP 7430.....24847
Hawkins Roy H FMAS/VS B-258.....21634
Hawkins William C A/SY/PTS 4705 SA-15.(9)235-9461
Hawkins William H OC/P-O SA-4.....(9)339-7005
Hawley Alyce F P/BFS 3835.....21060
Hayden David C A/ALS 508 SA-6.....(9)235-9522
Hayden Ruth J PER/CCA 2421.....23352
Hayden Walter A Jr PM/SAS 7418.....28130
Hayes Jane B PPT/S/PC 386 SA-17.....(9)523-4327
Hayes Patrick R PM/EX 7320.....24820
Hayes Robby FMAS/GS 1493.....28208
Hayne William A OES/E 7825.....27964
Haynes Alfred O Jr A/ISO/FADPC 17A20.....27765
Haynes Alfred O Sr A/EX/PMD 1873.....25908
Haynes Herbert C M/MED 2906.....22868
Haynesworth Vivian L OC/T 5440.....21640
Hays Dennis K A/EX 3420.....29414
Hays Kenneth S S/CPR 1238.....21676
Hazel Jacqueline B CA/VO 713 SA-2.....21996
Hazewski Joseph J OC/TR 2130.....21584
Head Laurene A/EX 1886.....23232
Headley Francis A PPT/O/E 1821A.....28814
Headspeth Alvin M FAIM/LR 2442-F.....22669
Healey James J INR/OIL 8667.....20386
Healey Joanne A/SY/DASS 2513.....29448
Heaney W Donn EA/EP 4206.....24835
Heaphy Eileen ARA/AND 5906.....23023
Hebden Jeanette B M/FRM/FM/R 1133.....20728
Hebert Louis C PER/FCA/ARA 2336.....22055
Hebert Richard SY/SD 2519.....23914
Hecklinger Carol S/R 7526.....25230
Hecklinger Richard EB/ORF/FSE 3638.....20355
Heckman Richard L SY/PRS 2530.....26173
Hecox Cynthia W A/SY/DASS 2513.....28740
Heerlein E Arlyne M/MED 226.....28122
Heflin Patricia L M/FA 8th Fl Dipl Recep....20298
Hefner Katherine H EUR 6221A.....20642
Hegarty Patrick H CA/CCS/EA 4817.....23675
Hegburg Alan S EA/EP 4206.....24835
Heginbotham Erland H EA 6205.....20366
Hehir Priscilla D 4214.....23582
Heidner Kathryn M PPT 232 SA-17.....(9)523-4344
Heikenen Harry W 4012 Commerce.....(9)967-5438
Heilsnis Harold PA/PC 5819A.....24933
Heimgartner Maryann L S/IG 6821.....24740
Heinaru Ilmar PA/PP 5831.....21710
Helble John J S/IG/IS 2317.....20152
Helfrich Gerard F OES/NEC 4327A.....24101
Heller Harry Jr SCA/PPT 3201 SA-17.....28863
Hellmann Charles Rex A/FBO 325-J SA-6.(9)235-9507
Helm Loretta N PER 4419.....25350
Helton Kathleen L PPT 216 SA-17.....(9)523-4346
Helton Lloyd B Jr STP/S 530 SA-6.....(9)235-9544
Hembry Marcella G EA 6205.....20366
Hemenway Brewster ARA/CEN 4909.....24010
Hemingway Barbara IO/IEP 5321.....21654
Hemingway Frank S OC/S 6442.....23060
Hempel William J OC/T 5440.....23455
Hemsworth John M ACDA/A/CS 5660.....23646
Henderson Alfred R M/MED 2906.....23552
Henderson Bernard PER/MGT/OS/R 1817.....27914
Henderson Crystal A PPT 414 SA-17.....(9)523-4265
Henderson D Rudolph Jr L/CA 5421.....22131
Henderson David E ARA/CCA 3250.....21658
Henderson Eva D D 7222.....21092
Henderson Lee ARA/AND/B 5906.....22487
Henderson Michael OC/P B-528.....20388
Henderson R Miles EA/EP 4206.....24835
Henderson Ruth E M/MED 2256.....29801
Henderson Sheila EB/ITP/OT 3824.....22778
Henderson Shirley A PPT/SID 358 SA-17.(9)523-4319
Hendon Nicole N A/SY/E 2424.....23142
Hendon Owen W A/FBO/BDC 327 SA-6.....(9)235-9485
Hendrickson John F IJC 203 1717 H St NW.....26368
Henkin Charles J PM/DCA 7424.....27972
Henley Dennis M SY/MGT/DIS 2426.....20817
Henneberger Patricia A/EX 1873.....26597
Henneke Frederick L SCS 1803.....29350
Henneke Janet ARA/ECP 3234.....29450
Hennes Richard V IO/EX 6327.....29326
Hennings Robert F FMAS/VS B-258.....21082
Henrikson William R OC/PE-M 3536.....23430
Henry Jewel E FAIM/PS 1758.....28483
Henry Richard J SSM/FM 5212.....24206
Henshaw Dianna E PA/PP 5831.....22497
Henson Brenda P OPR/STP 1244.....21624
Herbert Cheryl R PA/OAP 5815A.....22634
Heritage George F A/SY/I 2418.....20408
Herman Richard L IBC 150 425 I St NW..(9)783-9151
Hermesman Geoffrey F FAIM/IAP 1239.....21704
Hermesman Ricardo L OC/P B-528.....21305
Hernandez Adele B ARA/AND/V 5906.....25778
Hernandez Georgina ACDA/WEC 5843.....29472
Hernandez Herman L PPT 360 SA-17.....(9)523-4267
Hernandez Lucille C CA/PPT 5813.....20897
Herndon Clyde L FMAS/GS B229.....23936
Herndon Susan M PER/PPM 4419.....25591
Herrera Theodore E FMAS/LS 2206.....20508
Herrigel Rodger K PPT 578 SA-17.....(9)523-4296
Herring Kay K PA/HO 3100 SA-1.....25994
Herring Lillie A E PPT 210 SA-17.....(9)523-4335
Hervas Anthony J FMAS/LS 2212.....23492
Hess Anne M INM 7811.....29004
Hess F Frances SSM 5212.....22505
Hess Margaret A OES/PAS 3536.....22660
Hess Robert W FAIM/LR 2442C.....22053
Hester Donald V NEA/AFN 5248A.....20304
Hester James MO/PP 3328 AID.....28244

Hester Mignon A A/SY/E 2424.....23142
Hewitt Warren E IO/HR 4808-A.....20572
Heyniger Line R IO/UCS 515 SA-2.....22761
Heyniger Lambert M/CT 2238.....27253
Hezlep William L INR/RGE 8742.....22156
Hibbard Donald E OC/T 5440.....21380
Hibbs William PER/ER/FN W119 SA-1.....20966
Hickerson Annett PA/EX 6810.....22230
Hickey Edward V A/SY 2513.....28740
Hicks Carrol S INR/RSE/RWE 6510.....21302
Hicks Delores A AF/S 4238.....20916
Hicks James M 7207.....29528
Hicks Warren R OC/P B-528.....22243
Hickson Lenel INR/OIS/DCB 6510-A.....20906
Higgins Allan L OC/PE-PT 1114 SA-7.....72217
Higgins Flora J S/P 7316.....21724
Higgins Ruth E EUR/SE 5511.....21557
Higgs Elmer R M/MED 2909.....23616
Hight B Boyd EB/TRA 5830.....24045
Hill Charles NEA/IAI 6247.....23672
Hill Connie S EB/ORF/FTD 5835.....23000
Hill Eleanor M A/ISO 1921.....20603
Hill Evelyn B INR/RAA 7534.....21219
Hill H Kenneth M/MO 7423.....21684
Hill Irene G AF/W 4250.....20673
Hill Jacquelyn T D 7220.....29640
Hill M Charles NEA/IAI 6247.....23672
Hill Patricia A EA/PIA 5210.....23546
Hill Raymond D E 7245.....29818
Hill Rose L FAIM/PS B-872.....20874
Hilley George J OC/T 5440.....21380
Hilton Robin IO/UNP 6328.....20333
Hindman Nancy Lee PM/MC 800 SA-6.....(9)235-9770
Hiner Jessie J IO/IEP 5323.....21544
Hines James J M/BAR 215 SA-6.....(9)235-9610
Hines Melvin COMP/FO/FD 6802 SA-15....(9)235-9320
Hines Wilma E PER W199 SA-1.....23800
Hinson Sherman N OES/NEP 7828.....22226
Hinson William COMP/FO/FD 6701 SA-15..(9)235-2192
Hinton Deane R EB 6828.....20396
Hinton Kathleen PER/FCA/ARA 2336.....22054
Hinton Tonya L PER/MGT/OS/IO 1336.....22098
Hirsch John L NEA/IAI 6247.....23672
Hitchcock James J INR/DDC 6635.....29034
Hite Harry M OPR/STP 533-C SA-6.....(9)235-9529
Hiter Aaron Jr PPT 232 SA-17.....(9)523-4408
Hitt Peggy M 7810.....23032
Hittle L Bradley L 6419.....25040
Hively Ernest E Jr M/MED 2260.....23595
Hlaing Than M/FSI/SLS 5602D SA-15.....(9)235-9395
Hnatt Irene PER/FCA/TL 26A07.....23308
Hobgood Teresa D CA/CCS/EUR 4811.....23666
Hockaday Ernestine H A/OS 234 SA-6....(9)235-9591
Hockman Myrtle D FAIM/IAP 1239.....29569
Hodel Olga DG/EM 2820.....22818
Hodges Carolyn C EA/T 5206D.....20978
Hodges Hayward A/ISO/FADPC 1921.....27765
Hodsoll Francis S M S/AS 6333.....23974
Hoefler Marjorie T PER/MGT 2137.....29432
Hoenig Milton M ACDA 4953.....21140
Hoeper Dolores A A/SY/NSU 2534.....28524
Hoffer Patricia A SY 2236.....23182
Hoffer Richard A OC/TR 2130.....21584
Hoffler Elizabeth H OPR/WLG 1890.....20679
Hoffman Mary K OICR/ALP/ITA 7719 Com.....20824
Hoffmann Christine A M/FSI 713 SA-3...(9)235-8821
Hoganson Barbara F M/FSI 400 SA-3.....(9)235-8784
Hoganson Jerome L M/DGP 6218.....29404
Hoinkes Mary E L/OES 6420.....21700
Holbrooke Richard C EA 6206.....29596
Holcombe Gerraine M OES/SAT 4333.....22432
Holda William J A/SY/FO 38A11.....23124
Holdaway Margaret D EUR/EX 5424.....20599
Holdforth James E D 7222.....22327
Holguin Raul OC/T 5440.....23455
Holland Charles W A/SY/DO 3811.....21621
Holland Howard C M/COMP/FS 1801.....23416
Holland Jane G FAIM/LR 2442F.....22669
Holland Linda A EB/MC 5818.....22611
Holland Thelma S PPT 414 SA-17.....(9)523-4265
Holland Yvonne E PPT 414 SA-17.....(9)523-4265
Hollander Shepard AA/SER 567 SA-14....(9)235-1840
Hollenbeck Gerald D A/SY/OPS/T 3800.....29366
Hollick Ann L OES/PAS 3536.....20796
Holliday Carolyn P PPT 232 SA-17.....(9)523-4408
Hollingsworth Nancy R ACDA/D 5934.....29580
Holloman Susan PPT 414 SA-17.....(9)523-4265
Holloway Gordon A/EX 3424.....28920
Holm Craig G A/SY/PSI/I 2418.....20408
Holm Donald K ARA/ECP 3234.....22385
Holman Jewel D OPR/FMAS 1417.....23106
Holmes Brooke C CA/EX 4824.....23118
Holmes Camille R HA 7802.....22551
Holmes Corlis A A/COMP/FO 6114 SA-15..(9)235-2482
Holmes George F A/ISO/FADPC 1921.....27765
Holmes James L Jr OC/TR 2130.....21584
Holmes H Allen EUR 6226.....21566
Holmes John H A/FBO/CR 321-D SA-6.....(9)235-9445
Holmes John W EB/OT/TA 3822.....21718
Holmes Kerry L CA/CCS 4811.....25225
Holmes Marilyn J M/FLO 1215-A.....21076
Holmes Oscar S/S-I 7241.....23836
Holmes Ralph FMAS/GS B 229.....21012
Holmes Richard A PM/DOD 3E330 Pent....(9)697-3663
Holsendorff Earl F FAIM/PS 1758.....28236
Holston Rose B PPT 210 SA-17.....(9)523-4335
Holt Gordon E PER/FCA/A/C&R 2807.....28136
Holton David C OES/OMS 5801.....29038
Holton Howard L A/ISO/FADPC 1921.....27765
Holton Pamela G FAIM/PS 1659.....28682
Holum John P S/P 7316.....28980
Holzman John C EB/IFD/ODF 2529A.....21243
Homes Brooke C CA 1821-A.....28814
Homme Robert O PER/FCA/EUR 26A11.....20251
Honis Lawrence P A/SY/FIPS 2422.....20836
Hood Patricia O INR/REA/SA 8647.....21183
Hood Rowena E S/CPR 1238.....21703
Hook Merle J OES/EX 7823A.....23624
Hooks Veronica PPT 414 SA-17.....(9)523-4265
Hooper Cheryl L M/COMP/FS 1801.....23417
Hooper Paul M IO/OIC/AD 1428A.....22510
Hoover Ralph E INR/RCI 7812.....20884
Hoover Richard W AF/S 4238.....28851
Hope John E IO/IEP 5321.....21654
Hopkins Stephen SCS 1813.....28089
Hopkins William G OC/P B-528.....21090

Hopper Robert F EUR/RPM 6225.....21134
Horan Hume CA 6811.....21558
Horkey Angelia M PER/CCA 2421.....22508
Horn Margaret A A/SY/SAS 2236.....21040
Hornblow Michael NEA/PAB 5247.....22441
Horton Norma J FAIM/IS 2813.....20406
Hoshal Wayne D OC/P 44A30.....22442
Hostetler Richard W OC/PE-L Bay D SA-13.....70858
Hostie John F INR/RWE 4669.....24488
Hotchner John M PPT 300 SA-17.....(9)523-4307
Houck Frank S ACDA/NP/NS 4953.....23246
Houdek Robert G AF/I 5232.....20754
Hough James L A/ISO/FADPC 1921.....27765
Houston Bobbie A/ALS 505 SA-6.....(9)235-8049
Houston Ethel V PPT 210 SA-17.....(9)523-4335
Houston George C OC/P B-528.....22167
Houston Robert B PER/REE 7314 SA-15...(9)235-9225
Hovell Julia S FAIM/IS 1239.....20422
Howard Diane J FAIM/RM 1239.....27338
Howard Edwin W Jr A/SY/CC 2435.....22412
Howard James F COMP/FO/AD 4705 SA-15..(9)235-9242
Howard Norman F PA/PC 4831.....20736
Howard Patricia C AF/EX 3517.....21409
Howarth Richard EB/CTA/TD 5824.....21007
Howe Terry B M 7810.....23032
Howell W Nathanial NEA/ARN 6250A.....21019
Howells William D INR/PMT 6638.....22326
Howze Marlene J PPT 210 SA-17.....(9)523-4335
Huang Kang S DGP/PC 6216.....25158
Huang Thomas T F L/C 5421.....21367
Hubbard Diana T PPT 362 SA-17.....(9)523-4422
Hubbard Kenneth C OC/PE-PT 1308 SA-7.....78641
Huber William F INR/P 6845.....28686
Huddleston Lorraine M FMAS/LS 2214.....21528
Hudlow Charlotte M INM 7809.....28726
Hudson Harry S Jr PPT 414 SA-17.....(9)523-4265
Hudson Inez M PPT 210 SA-17.....(9)523-4335
Hudson William J PER/RCA/NEA 2830.....29468
Huff James G EUR/SOV 4217.....28670
Huff Rodney ACDA/NP/NX 4931.....27906
Huffcutt Gordon L EB/CTA/TD 5824.....22592
Huffman Sanda M M/FSI/SLS 221 SA-6....(9)235-2567
Huggins Joseph FAIM/EC 1239.....29265
Hughes Arthur H S/S-S 7241.....20318
Hughes Betty C GAO/ID 2536A.....21588
Hughes Charles COMP/FO/FD 6802 SA-15..(9)235-9255
Hughes Edward H AG/IIS 511 SA-16.....(9)235-9732
Hughes Eric OC/T 5440.....23455
Hughes F Louise EB/ITP 3831A.....29459
Hughes Freddie J OC/EX/BF 44A23.....29414
Hughes Harrietta B A/SY/FO 38A00.....23123
Hughes Jane PPT 262 SA-17.....(9)523-4426
Hughes Mary P NEA/IAI 6247.....22686
Hughes Melvyn L PT/DA 3224.....28878
Hughes Morris N Jr PER/FCA/JO 2429A.....27691
Hughes Teresa A INR/RAF 6510.....21396
Huguley Linda PPT 210 SA-17.....(9)523-4335
Huhtala Marie T S/S-S 7241.....21522
Hulen Elmer C A/CDC/MR 1239.....23209
Hulings Joseph S S/S-O 7516.....21512
Hull Edmund J NEA 6244.....22120
Hull Karen J SY/E 2424.....23142
Hull Robert B Jr DG/EM 2820.....21602
Humborg Dorothy M/MED 2906.....23595
Humborg Kenneth C PM/MC 800 SA-6.....(9)235-9756
Hume Cameron R AF/S 4238.....23274
Hume Willis E M/FSI 100 SA-3.....(9)235-8764
Hummel Arthur W Jr EA 6206.....29596
Hummer Lucy A L/M 4427A.....20858
Humphrey David M FMAS/VS B258.....21634
Humphreys Marvin W PM/NPP 7327.....21835
Hunt Dorothy B M/MED 2906.....23595
Hunter Barbara B PM/MC 800 SA-6.....(9)235-9766
Hunter Charlotte E ACDA/A/PER 5720.....22034
Hunter Christopher FMAS/VS B258.....21634
Hunter Donald C M/MO 7529.....20672
Hunter James D ACDA/OA 805 SA-6.....(9)235-2202
Hunter Nora T PM/MC 800 SA-6.....(9)235-9758
Hurley Dianne E IO/HNP 4334A.....21534
Hurley Paul F INR/REC 8444A.....21145
Hurst Elmer F EA/EX 4315.....23242
Hurst William H PPT 334 SA-17.....(9)523-4296
Hurt Jean IO/M/IR 5332.....21524
Hurwitz Edward S EUR/SOV 4229.....23456
Husoskey Veronica A CA/VO 817 SA-2.....22897
Hutchins Deane L M/MED 2906.....28122
Hutchins Joseph R OC/PE 2331.....29509
Hutchinson Ann P PPT 386B SA-17.....(9)523-1392
Hyde Jim H OC/PE-L SA-7.....71416
Hyde William ARA/EX 3260.....21465
Hydle Lars H AF/E 5240.....23355
Hyland John J Jr OC/T 5440.....29554
Hynes Lorraine M PA/PP 5831.....25076

I

Iacovo Domenick F M/COMP/BP/RME 1331.....21015
Ibrahim Lisma N M/FSI/SLS 5602 SA-15..(9)235-9395
Ibrisimovic Janet COMP/FD 6701 SA-15..(9)235-9303
Ickes Henry A OC/PE-R 2317 SA-7.....79384
Ifill Donna G HA/HR 7802.....20854
Ifshin Stanley R INR/REA/NA 8840.....20908
Ihara Ruth ACDA/PA 401 SA-6.....(9)235-9573
Iida Cornelius K FMAS/LS 2214.....21528
Illing Robert F OES/SCT 4330.....21698
Imburg Elizabeth L SY/DIS 2426.....24056
Imus Richard H EA/EP 5310.....29391
Ingalls Edith M OES/E 7825.....27964
Ingalls Irene M L/M 4427A.....28536
Ingold Elizabeth J PPT 220 SA-17.....(9)523-3993
Ingraham Edward C EA/IMS 5315.....21236
Ingram Debra S PER/MGT/OS/IO 1336.....22098
Irby Karen A OPR/FAIM 1239.....20394
Irons Alden H AF/I 5232.....22274
Irwin Frank P WRDCO 801 SA-6.....(9)235-9614
Irwin Robert E ISO/SDP 12A59A.....22845
Isaacs Arnold M CDA/FS/POL 2417A.....29776
Island Jacques R A/SY/CIC 2435.....22412
Itoh William H EA/J 4210.....23152
Ivie Ellen OB/T 1135.....27820
Ivone Irene I M/EEO 3414.....23470

J

Jackson Aaron T FAIM/PS 1758.....29570
Jackson Albert G FAIM/PS 1758.....26348

Jackson Brenda D PPT/S/PC 386 SA-17...(9)523-4327
Jackson Carol J M/COMP/FO 4705 SA-15..(9)235-9285
Jackson Celeste A A/FBO 321 SA-16.....(9)235-2811
Jackson Charles E FMAS/GS B-229.....21672
Jackson Charles G S/S-I 7241.....23836
Jackson Cheryl Y FAIM/IS 2813.....20406
Jackson Donald W A/SY/OPS/T 3800A.....20914
Jackson Frances E IO 6327.....20520
Jackson Gregory O EB/MC 5818.....22611
Jackson Henry A OC/T 5440.....29553
Jackson Jean D S/CPR 1238.....20291
Jackson Jean M PPT 362 SA-17.....(9)523-4427
Jackson Johnnie L M/MED 2916.....22199
Jackson Jon H PER/MGT/HRM 2137.....28934
Jackson Lauren S M/COMP/FO 6205 SA-15.(9)235-9337
Jackson Lucius A A/SY/T 3810A.....20914
Jackson M Celeste A/FBO 309 SA-6.....(9)235-9488
Jackson Marjorie W J EA/RA 4310.....22343
Jackson Michael M COMP/FD 6713 SA-15..(9)235-9274
Jackson Pamela L FAIM/IAP 1239.....29569
Jackson Patricia A INR/RMP/SF 6524A.....20339
Jackson Richard L P 7240.....21574
Jackson Sheila J OPR/FAIM 1329.....22783
Jackson Sheila V OPR/FAIM 1239.....28484
Jackson Valerie B OES/SCT 4330.....21444
Jackson William E Jr ACDA/D/GC 5927.....25176
Jacob Joan M SSM 5212.....22258
Jacobini Charles B EB/OT/TA 3822.....21163
Jacobs George BIB 430 Exec.....(9)254-8040
Jacobs Leslie E SSM 5212.....27829
Jacobs Martin IO/UNESCO 4336.....20348
Jacobs Michael A INR/RMP/SF 6524A.....20339
Jacobs Mildred R EB/IFD/OIA 3830.....22316
Jacobs Robert L HA/HR 7802.....28771
Jacobs Stephen H A/SY/I 2418.....20408
Jacobs Susan CA/VO 800 SA-2.....22935
Jacobson Julia S/S-S 7241.....23011
Jacobson Linda M S/SLG 7329.....20968
Jaffe Irene B INR/RSE/EE 4749.....23288
Jahn William H III EB/CTA/TD 5824.....22723
Jakobsson Lester T INR/DDC/MP 6845.....29674
Jakubowski Stanley INR/DDC 6635.....29033
James Alan G S/AR 6313.....29793
James Alma F NEA/ARP 5248A.....23614
James Barbara A AF/EX 3513A.....23429
James Daniel J PM/ISO 7321.....21611
James Hazel D OPR/STP 1244.....20435
James Herbert PA/EX 6810.....22224
James Wylma H FMAS/LS 2105.....21118
Janin Henry H S/P 7330.....22562
Janowski Louis F AF/E 5240.....20857
Janus E Eileen S/S-I 7241.....22977
Jarek Albert W S/S-EX 7517.....20929
Jarman Jacqueline FMAS/LS 2204.....20525
Jarrell John Jr A/SY 4th floor SA-15..(9)235-9350
Jarva Sandra L ACDA/WEC/SI 435 SA-6...(9)235-9882
Jefferson Ernest G PER/MGT/OS/CC 1818.....21224
Jefferson Leslie B OC/P B-528.....21268
Jelich Ann SY/EX 2509.....21596
Jenkins Abigail A FAIM/DIR B266.....23603
Jenkins Anthony C CA/EX/AP 1813.....26783
Jenkins Barbara A OES/ENH 7820.....22311
Jenkins Elaine R CA/VO/P/C 713 SA-2.....21922
Jenkins Gloria STP/TO 1826.....23847
Jenkins Jack D EUR 5424.....20262
Jenkins Jodi C OES/EX 7821.....21248
Jenkins John A CA/PPT/S 300 SA-17.....(9)523-4296
Jenkins Mary A NEA/P 6253.....22359
Jenkins Maurice E FAIM/IS 2813.....20407
Jenkins Walter E Jr A/CDC 1239.....23209
Jenkins Wardell L OC/T 5440.....29554
Jensen David E AF/A 4238.....29693
Jensen Don C NEA/EX/BUD 4247.....22848
Jerew Christine L EB/IFD/BP 3331.....20645
Jernigan Tamara G A/SY/I 4th Fl SA-15.(9)235-9347
Jeter Mary V CA/EX/AP 1813.....26783
Jett Dennis C EB/ORF/FSE 3524A.....26540
Jibrin Barbara H M/FSI/SAS 402 SA-3...(9)235-8838
Jillson Anne D IO/SCT 1429.....23511
Jimney Richard F FMAS/VS B-258.....21634
John Gerald L OPR/STP 532 SA-6.....(9)235-9531
Johns Bernard NEA/ARN 6250.....24714
Johns Geraldine K FAIM/WC 1239.....29569
Johnson Amalya A ACDA/NP 4930.....28687
Johnson Angelique B PPT 414 SA-17.....(9)523-4265
Johnson Barbara A NEA 6242.....20541
Johnson Barbara A OC/P 44A30.....20671
Johnson Barbara C M/COMP/BP/RC 1133.....21280
Johnson Betty C S/IG 2317.....20154
Johnson Carl J PER/ES/RET 1251.....23300
Johnson Carole P SY/E&TS 4705 SA-15...(9)235-9461
Johnson Claudelle M/COMP 7705 SA-15...(9)235-9288
Johnson Cozetta D L 6425.....28460
Johnson Dana J PA/HO 3100 SA-1.....29701
Johnson Darryl N EA/PRCM 4318A.....21004
Johnson David L CA/VO/P/D 600 SA-2.....21970
Johnson David T S/S-O 7516.....21530
Johnson Donald G EB/ITP/EWT 3815.....22589
Johnson Earl J HA 7806-A.....22042
Johnson Frances T PER/MGT/RMR 1609.....23384
Johnson Francis E ACDA/A/CS 5666.....28666
Johnson Gable Jr CA/EX/AG 1813.....25730
Johnson Gilbert M EB 3819.....21509
Johnson Howard V EB/MC 5818.....21157
Johnson Jessie L PPT/S/PC 386 SA-17...(9)523-4327
Johnson Joan A PPT 458 SA-17.....(9)523-4274
Johnson Joel L S/P 7312.....22456
Johnson Juanita ACDA/OA 804 SA-6.....(9)235-2211
Johnson Mark NEA/IRN 5246A.....20915
Johnson Mary L ARA/EX 3260.....29236
Johnson Michael L FAIM/PS B648.....20856
Johnson Morris GS/MTB B-229.....21672
Johnson Philip K Jr PER/FCA/EUR 26A11.....20251
Johnson Ralph R EB/ICD/ISM 3531A.....21705
Johnson Richard E ARA/RRP 5911.....29362
Johnson Richard G REE/BEX 7314 SA-15..(9)235-2169
Johnson Robert D EUR/EE 5217.....21457
Johnson Ruth M OC/S 6442.....22008
Johnson Sandor A PER/FCA/EUR 26A11.....28621
Johnson Sharon PA/HO 3100 SA-1.....28766
Johnson Sharon E PPT 210 SA-17.....523-4163
Johnson Sidney L FAIM/PS 1758.....29570
Johnson Stephen T EB/OFP/FFD 3427.....21125
Johnson Thomas A L/UNA 5425A.....27872
Johnson Thomas N M/COMP/WFC 7717 SA-15(9)235-1950
Johnson Virginia L ARA/EX/FM 3260.....23336

Johnson Walter T OC/T 5440.....20585
Johnson Willie OC/PE-SP 2107 SA-7.....79529
Johnson Zelma E A/ISO/FADPC 1921.....22830
Johnston C Gaynelle PER/FCA/AF 2830.....27661
Johnston Ernest B Jr EB 6828.....27950
Johnston Jill EB/ITP/EWT 3819.....22004
Johnston Joanna ARA/MEX 4258.....22688
Johnston Ronald B OC/PE-R 2104 SA-7.....79520
Johnstone Isabel J A/SY/CC/TAG 2435.....27287
Jones Alan M ACDA/ISP/SA 4495.....20835
Jones Annette J INR/OIS 6510-A.....20763
Jones Austina H INR/RWE 4644.....27110
Jones Barbara E OICR/ALP/ITA Com.....20623
Jones Byron L OC/PE 1402 SA-7.....72216
Jones Carol A M/COMP/FO/AD 6110 SA-15.(9)235-9394
Jones Charles D OICR/ALP/ITA 7725 Com.....21132
Jones Charlotte P HA 7802.....20334
Jones Christine D R AF/E 5240.....29742
Jones Clifford S USSS 2117A.....29738
Jones D Lowell PER/MGT/OS 1333.....22644
Jones Delores L PM/ISP 7430.....21142
Jones Dorin J M/COMP/FO/AD 6110 SA-15.(9)235-9414
Jones Douglas H M/FSI 1200 SA-3.....(9)235-8759
Jones Earl M Jr COMP/FO/TT 1135.....27820
Jones Edwin F INR/REA 8840.....20908
Jones Ernestine D PPT 414 SA-17.....(9)523-4265
Jones Esther R ACDA/WEC/ATD 4660.....23534
Jones Evelyn M FAIM/PS 1758.....28483
Jones Faye L PPT 414 SA-17.....(9)523-4265
Jones Frances A PER/PPM 4419.....25350
Jones George C ARA/RPP 5911.....22244
Jones George E OC/T 5440.....29554
Jones George F ARA/RPP 5911.....22244
Jones Harriet C INR/EX 6639.....22085
Jones Henry N A/SY/PRS 2530.....23897
Jones Hiram COMP/FO/FD 6701 SA-15.....(9)235-9237
Jones Iris A PPT 210 SA-17.....(9)523-4334
Jones L P OC/T 5440-G.....23418
Jones Leona V PPT 520 SA-17.....(9)523-4333
Jones Leotha R OC/T 5440.....21640
Jones Louise M PER/FCA/EA 2332A.....23312
Jones Margaret C EB/OT/STA 3331.....20645
Jones Marvin L STP/S 535 SA-6.....(9)235-9525
Jones Mary L CA/EX/R 1813.....25730
Jones Mary R REE/BEX 7314 SA-15.....(9)235-9400
Jones Mary Rita C IO/EX/DAR 3428.....27992
Jones Munro P S/IG 6821.....28036
Jones Nadine S M/FSI/SPS 1015 SA-3....(9)235-8788
Jones Norma B FAIM/PS 1758.....29570
Jones Peter E ARA/ECP 3234.....22345
Jones Ruby W PPT 414 SA-17.....(9)523-4266
Jones Tony R FAIM/PS 1758.....29335
Jonietz Karl K EUR/RPE 6430.....21697
Jordan Amos A T 7208.....28074
Jordan Christine C PPT 770 SA-17.....(9)523-4254
Jordan Dan J CDA/FS/EA 2332A.....23312
Jordan Debra A FAIM/IS 1239.....22636
Jordan Delphine R PPT 562 SA-17.....(9)523-4293
Jordan Lillian A T PER/MGT/OS/R 1817.....28070
Jordan Marcia J PM/SSP 7325.....25097
Jorgenson Raymond C ARA/ECP 3234.....24100
Joseph Cora PPT 414 SA-17.....(9)523-4265
Joyce David BF/OF/AD/RR 6205 SA-15....(9)235-9242
Joyce Helen E BF/OF 6804 SA-15.....(9)235-9330
Joyce John M ACDA D/P 5846.....28653
Judd Carolyn J OC/T 5440-G.....23418
Judd Thomas C OC/PE-E/A 2306 SA-7.....79386
Judkins Christine C COMP/FD 6701 SA-15(9)235-9303
Juergens Jack REE/BEX 7314 SA-15.....(9)235-9390
Jung Elizabeth M EUR 6511.....22719
Juni Barbara L PPT 232 SA-17.....(9)523-4408
Juni Frank E SY/WFO 4001 SA-15.....(9)235-9346
Junk C Patricia M/FSI/SPS 1103-A SA-3.(9)235-8772
Jurkevich Gayana PER/CCA 2421.....23352
Jurvis Lorin A A/BF/OB 1332.....22077

K

Kachigian Susan L PER 7314 SA-15.....(9)235-9235
Kadera Fred A OC/P SA-4.....(9)339-7005
Kaffenberger David J PER/ER/RET 1251.....23300
Kahan Jerome PM 7317.....28698
Kahn Louis E OES/SAT 4333.....22434
Kaiser Robert E FMAS/VS B-258.....21634
Kaklikian Harry Z OC/SA 44A20.....23425
Kalas Wayne P PPT/O/E 1821 A.....28814
Kalivretenos Rose P CA/PPT 316 SA-17..(9)523-4289
Kalodimos Magdeline G NEA/IAI 6247.....23930
Kamman Curtis W S/MS 7246.....28904
Kanchanadul Prapas M/FSI 5201A SA-15..(9)235-9395
Kane Anne K IO/EX/ADM 5323.....21662
Kane N Stephen PA/HO 3100 SA-1.....22033
Kanter Arnold PM/SA 7428.....28018
Kaplan Philip S IO/MPC 5328.....28603
Kaps Helen FMAS/LS 2212.....23492
Karawa Imogene G M/FSI 800 SA-3.....(9)235-9562
Karinshak Judith A S/PTA 7535.....24808
Karson Samuel M/MED 2906.....22868
Kasrai Joyce A AF/I 5238.....20905
Katcher David A T 7208.....27888
Kattouf Theodore H INR/RNA/NE 4524A.....29446
Katz Sheryl ACDA 5534.....21064
Kaufhold Constance E IBC 150 425 I St NW....28058
Kaufman Paul C REE/EMP 7507 SA-15.....(9)235-9409
Kaulaity Martha H ACDA/WEC/ATD 5847.....21878
Kauzlarich Richard D EB/IFD/OIA 2535.....22728
Kavaliunas Mary E RP 418 SA-2.....25044
Kawamoto Yukio SCS 1805.....21423
Kazalonis Kathryn A CA/VO/P/IW 712 SA-2.....21941
Kazanowski Eileen F COMP/FD 6802 SA-15(9)235-9383
Keane Thomas J PER/MGT/OS/IO 1336.....22098
Kearney Calvin E OC/T 5440.....23455
Kearns Roberta B FAIM/PS B-884.....20932
Keathley Jerrell G M/FSI 1103 SA-3....(9)235-8774
Keating Marjorie C S/CPR 1237.....23171
Keating Terry M IO/EX/OB 5333.....21016
Keefer Edward C PA/HO 3100 SA-1.....23519
Keeler Eileen M REM/EMP 7314 SA-15....(9)235-9387
Keeley Robert V AF 6236.....29478
Keeling Gail E PER/ER/RET 1251.....23342
Keene Douglas R PM/SAS 7418.....23564
Keeny Spurgeon M Jr ACDA/D 5934.....28462
Keerdoja Liina FAIM/LR 2442-G.....22053
Kegley Adelet A/FBO 324 SA-6.....(9)235-2800
Kegley Robert A A/OC-RCO/ARA 44A20.....21475

Keil Charles F CA/VO/L/C 700 SA-2.....21999
Kekich Mary A D/CT 2238.....23311
Keller Audrey M PER/ER 1822.....21212
Keller Margaret H CA/PPT 316 SA-17....(9)523-4289
Kelley James P A/FBO 310 SA-6.....(9)235-9480
Kellinger Nellita L FAIM/IAP 1239.....29569
Kellner Kenneth J A/SY/CC 2435.....22412
Kelly Diane E PA/PP/C 5831.....22406
Kelly Elijah S/S-I 7241.....22976
Kelly Everette S A/SY/CC 2435.....22412
Kelly Frank P CA/VO/L/R 819 SA-2.....21983
Kelly Frederick T PER W119 SA-1.....23800
Kelly John J INR/CIS 7516.....22585
Kelly Louise H FMAS/LS 2212.....23492
Kelly Paul A/CDC 1239.....23209
Kelly Virginia C NEA 6244.....21031
Kem Sos M/FSI/SLS 5114 SA-15.....(9)235-9395
Kemp Catherine C A/SY/FO 38A05.....23124
Kemp David I IO/DHP 5327.....21269
Kemp Henry W A/SY/PT 2513.....21032
Kemp Katherine L RP/EX 421 SA-2.....22368
Kemp Weaver L PA/PC 4827.....28203
Kempel Dolores C BF/FS 6116 SA-15.....(9)235-9329
Kemper Patricia P A/OPR/ASD 1885.....21586
Kenley Tyrone OC/P B-528.....23094
Kennedy Bowen K PER/FCA/EUR 26A11.....28621
Kennedy Charles A S/IG 6821.....24738
Kennedy Donald A A/ISO/FADPC 1921.....27764
Kennedy John N OC/TR 2130.....21584
Kennedy Kathleen PA 6806A.....29606
Kennedy Laura F EUR 6221A.....21848
Kennedy Marie S AG/SEC 402 SA-16.....(9)235-9727
Kennedy Mary T PA/PC 4827A.....22352
Kennedy Mary V S/PH 7329.....22208
Kennedy Patrick F M 7207.....28867
Kennedy Robert ACDA 5743.....20844
Kennedy Thomas F PPT 780 SA-17.....(9)523-4254
Kenney Annie W FAIM/PS 1659.....20984
Kenney David H 7251.....28802
Kenney M Walter S/IG/IS 2317.....20152
Kent Linda A OC 5440.....20595
Kent Robert W SCA/VO 700 SA-2.....21896
Kepler Jean M EA/EX 4311.....20658
Kern Alison L GAO/ID 5915.....20602
Kern Anthony M PER/ER 1822.....20191
Kern Shirley E M/FSI/BUD 915 SA-3.....(9)235-8812
Kerr Donna L PER/FCA 2822.....21732
Kessler Earl A REE/BEX 7314 SA-15.....(9)235-9225
Ketch Madeline I CA/PPT 386 SA-17.....(9)523-4328
Ketchersid Donna J M 7210.....20549
Keyes Charmaine V INR/RAF 4635.....27174
Keys Betty S A/ISO 19A13A.....20843
Keys E Lynn A/OC 44A20.....29730
Khajenouri Fereidoun FSI 5806A SA-15..(9)235-1537
Khan Louis IO/CMD 5321.....20600
Kheang Limhak M/FSI 5602-D SA-15.....(9)235-9395
Khin U M/FSI/SLS 5806A SA-15.....(9)235-9395
Kilday Lowell C PER/FCA/SO 2809.....22238
Kidd Patricia E PPT 214 SA-17.....(9)523-4334
Kidwell Gladys S COMP/FO/FD 6804 SA-15(9)235-9330
Kidwell Kenneth C OC/S 6442.....22581
Kiefner Janet C INR/EX 6639.....22502
Killoran Thomas F BEX 7314 SA-15.....(9)235-9236
Kilpatrick Richard N M/FSI 1002 SA-3..(9)235-8797
Kim Eva S EA 6205.....29596
Kimball John C PA/PC 4827A.....28203
Kimbro Rex E PPT/S/IA 338 SA-17.....(9)523-4227
Kimmel James K SSM/C 5212.....23592
Kincaid Mary E REE/BEX 7314 SA-15.....(9)235-9230
King Barbara M FAIM/PS B845.....22536
King Donald R OES/ENH 7820.....29278
King Elizabeth R ACDA 5499.....20972
King James A/FBO 327 SA-6.....(9)235-9510
King John H C 7256.....27688
King Joseph DB DG/MED 2906.....23554
King Karen D M/MO 7423.....22336
King Lance M OES/NTS 7828.....23978
King Marguerite C PM/ISO 7321.....28688
King Maria-Jesus EUR/WE 5230.....28553
King Mary A INM/P 7336.....23450
King Nickie D PPT 414 SA-17.....(9)523-4265
King Philip A OPR/SPS 1890.....22039
Kingman Linda A PPT 232 SA-17.....(9)523-4408
Kinkade Jacque D WRDCO 801 SA-6.....(9)235-9614
Kinnell Roberta L EUR/EX 5424.....20676
Kinnelly Francis M OES/SAT 4333.....21058
Kinney Stephanie S DGP/PC 6216.....25158
Kinsel Charles R OC/PE-R 1402 SA-7.....72216
Kinsella Kevin G ARA/PAN 4258.....24960
Kiper Ayse M M/FSI 5501 SA-15.....(9)235-1537
Kirby Alice L M 7207.....28877
Kirby Angela EA/EP 4206.....24835
Kirby William A Jr S/P 7316.....28986
Kirincich Elizabeth A CA/OCS 4807.....25225
Kirk Darlene PA/PRESS 2109.....22492
Kirkham Mark M M/FRM/FM 1133.....21150
Kirkpatrick Robert W A/BF/OB/RME 1331.....21014
Kirkpatrick Ronald K EB/ITP/EWT 3815.....21256
Kissal Maria J SY/I 4th Floor SA-15...(9)235-1740
Kitchens Allen H INR/REA/SA 8647.....22289
Klaiber Mary ACDA/D/IS 6510A.....20224
Klaiber Wolfgang ACDA/WEC/DI 5741.....20816
Klechko Elizabeth D L 6419.....25036
Kleibocker Jenness H 7251.....29037
Kleiner Kendra EB/CTA/OCA 3336.....20490
Kleinkauf Therese A ARA/CAR 3242.....28451
Kleinsmith Alexander OC/T 5440.....23551
Klekas John L AF/P 3509.....20363
Klem Stanley J FAIM/PS B-844E.....29441
Kline Donovan W OC/P 44A30.....22579
Kline Harold P OC/T 5440.....21380
Klingaman Susan M EUR/CE 4228.....22155
Kloewer Susanne OES/N 7831.....24361
Klontz Elizabeth A BF/FS 7717 SA-15...(9)235-1950
Knauf Barry S SSM/C 5212.....23592
Knecht Peter A PA/PC 4835.....29437
Knepper William E ARA/AND 5906.....29282
Knight Lee T FAIM/PS 1758-D.....29570
Knott Judy L A/OS 234 SA-6.....(9)235-9600
Kobayashi Kyoko M/FSI 800 SA-3.....(9)235-8821
Kobayashi Tadao OES/SCT 4330.....20374
Kobler Arthur L EB/ICE/CPD 3527.....20306
Kocsmaros Dolores M M/MED 2913.....23527
Koegel Lawrence CA/EX/R 1813.....25730
Koelemay J Douglas ACDA/MA/IR 5499.....21578
Koenig Gretchen L A/ALS 401 SA-6.....(9)235-9519

Koffman Boyd S OC/OP 44A26.....28470
Kogan Arthur G PA/HO 3100 SA-1.....27768
Kokal John J INR/RNA 6510.....21261
Kolar Patricia EB/OFP/FPD 3427.....22349
Kolesnik James C A/SY/FIPS 2422.....20941
Kolker Jimmy J AF 6234.....23356
Kollham Edward L ACDA/ISP/REG 4494.....23635
Komitor Jack S CA/OCS/EMR 4807.....25225
Kondash Joan E S/P 7330.....20670
Konkel David R INR/REC/TI 8727.....20910
Konner Calvin M S/S-O 7516.....23840
Kontak Emil W CA/MGT 4824.....23281
Kontos C William SSM 5212.....22258
Kooiman Micaela CA/VO/L/C 700 SA-2.....21967
Kopelaki Marika M/FSI 800 SA-3.....(9)235-9562
Koplow David ACDA/GC 5443.....21064
Kopp Harry EB/ITP 3831A.....22532
Korcak Jerome M M/MED 2906.....23485
Korenthal Esther IO/UNP 6332.....28114
Koritko Andrew W SY/FO 38A00.....23123
Korn David A NEA/IAI 6247.....23672
Kornegay Arretha L FMAS/LS 2212A.....21102
Kornei Lucie INR/RWE 4741.....25002
Koscinski Joseph S FMAS/VS B-258.....21083
Kostelnick Lorraine ACDA/NP/NE 4664..22546, 24669
Kotok Sharon B FAIM/IS 1239.....21267
Kott Robert W PPT/C/O 5813.....20897
Kotzem Helen M/FSI 800 SA-3.....(9)235-9562
Koumanelis Steve PM/MC 800 SA-6.....(9)235-9761
Kovach Eugene G OES/SAT 4333.....22435
Koval Helen E OC/T 5440.....20595
Kovenock Paul E FMAS/LS 2212.....23492
Kozak Michael G L/ARA 5527A.....20734
Kraft Walter SY/T/WSB SA-7.....73510
Kramer Joseph C INR/REC/CER 8666.....29264
Kratzer Jean E FMAS/LS 2204.....20880
Krauthoff Louis C STR 723 SA-11.....21139
Kreczko Alan J L/UNA 5425A.....26771
Kreisberg Donna S/IG 6821.....24738
Kreisberg Paul H S/P 7311.....20358
Krenzel Julia B ACDA/D/CCD 5923.....21507
Krepon Michael H ACDA/WEC/DI 5741.....20711
Kresse Thomas R AF/EX/BFO 3519.....20651
Kriebel Wesley P IO/M/SC 5336.....22752
Krieg Norbert J CA/OCS 4800.....23666
Krieg Norbert J M/FSI 806 SA-3.....(9)235-9565
Krimer William D FMAS/LS 2218.....23492
Kripner Nancy J M/MED 2911.....26488
Krizek Eugene L H 7251.....28696
Kroft Phyllis A OC/PE-L 1301A SA-7....(9)557-1416
Kroll Theodore P SY/WFO 4001 SA-15....(9)235-1745
Krucelyak Deborah E FMAS/ORF/FSE 3524A.....20355
Kruchko Stephen J SY/PRS/SD 2519.....23419
Krueger Robert S/MEX 7509.....20390
Krussel V Jean IO/SCT 1429.....23511
Krys Sheldon J NEA/EX 4249.....23268
Kubic Frank T CA/EX/S 621 SA-2.....27974
Kuhla Celeste E ARA/CAR 3242.....26386
Kuhn Lisa T A/ART B-258.....21634
Kuhr Bonnie M H 7261.....21048
Kulski Isabel G INR/RSE/SOV 4841.....20189
Kuniholm Bruce R S/P 7316.....28995
Kunsman Eric A EUR 6221A.....21848
Kunz Geoffrey M INT/L 2442-A.....20891
Kuo Mon-Haum FAIM/LR 2442-F.....22669
Kupperman Robert ACDA/D/CS 401 SA-6...(9)235-9561
Kuprevicz Olga PER/FCA/ARA 2336.....29733
Kurland Penney S FAIM/IAP 1239.....21704
Kurland Roger B A/BF/OB/P 1331.....21150
Kursch Donald B EUR/RPE 6517.....21606
Kurtz Peter A/ISO 1921.....20758
Kuser Suzanne INR/DDC/RPS 2737A..... 21470
Kushner Ronald A GAO/ID 1821.....23276
Kusrow Carl B WRDCO 801 SA-6.....(9)235-9614
Kutsmeda John E OC/T 5540.....24733
Kux Mary M OES/ENH 7820.....22311
Kuzmuk Kim G A/SY/I:WFO 4th Fl SA-15..(9)235-1748
Kwaitkowski John E ACDA/A 5731.....23442
Kwiatek Fabian A L/C 5421.....21365

L

Laase Paul L EUR 6517.....28222
Laatsch Allwyn A OC/S 6442.....23026
Labrada Margarita T ARA/MEX 4258.....22835
LaBrie Barbara A CA/VO/P/IT 605 SA-2.....21972
LaBrie Damon V NEA/RA 5252A.....21139
Lachman Donald OC/S 6442.....20656
Lackey James B A/FBO 324 SA-6.....(9)235-2805
Lacuessa Patricia Lee NEA/ARP 6247.....22647
LaFalce Carmello MO/OM 211 SA-11.....(9)235-1040
LaFrance Albert J Jr ISO 1478A.....27765
Laingen L Bruce S/IG/IS 2317.....20152
Laird Donald T GAO/ID 5915.....20602
Lake W Anthony S/P 7311.....22372
LaMantia Russell A EUR/RPE 6517.....20457
LaMar Mary C OES/SAT 4333.....22432
Lamb Lynne D PER/FCA/SO 2809.....23481
Lamb William H SY/PRS/SD 2519.....23914
Lambert David A SY/PSIO 4th Fl SA-15..(9)235-1045
Lambert Francis X SCS 1803.....23817
Lambert Lynne F EB/OCA 3336.....22363
Lamberty Gerald P ARA/ECP 3234.....22079
Lambis Angela PPT 4002 SA-17.....29613
Lambrakis George B NEA/RA 5254A.....21154
Lampl Peggy H 7261.....23436
Lanahan F Benedict M/MED 2313.....20295
Lancaster Carol J AF 6236.....23218
Lancaster Carolyn L PM/MC 800 SA-6....(9)235-9773
Lancaster Vella A OF/FD 6507 SA-15....(9)235-1418
Lancetti Frank S IO/SCT 1429.....23511
Land Robert F FAIM/IAP 1239.....21704
Land Susan R OPR/FAIM 1239.....21704
Landa Ronald D PA/HO 3100 SA-1.....21266
Landberg James S EA/TIMBS 5206.....23276
Landikusic Tomislav H FAIM/LR 2442-C.....22669
Landis Carol S IO/OIC 1428A.....21306
Landis Vivian M OES/SAT 4333.....22434
Landymore Eula B CA/EX/R 1813.....29180
Langford Patricia A FCA/JO 2429.....27692
Lannon James W A/SY/OPS/FO 3800A.....23122
Lanza Anthony R A/OS 234 SA-6.....(9)235-1757
Lanza Francisco FMAS/LS 2204.....21351
La Prince Beverly J INR/RSE 4758.....28188
Large Ronald K WRDCO 801 SA-6.....(9)235-9614

Lark Mary L EB/ORF 3529.....21625
Larson Alan P EB/ORF/FSE 3524A.....20354
Larson Lewis E INR/RMP/SF 6524A.....20369
Larson Terry A OC/PE-E/F 2312 SA-7.....79798
Larson William K SY/DO 3811.....20327
Lassiter Mary L OES 7831.....21511
Lateef Noel V T/CST 1007.....29017
Latify A Hafiz M/FSI 5804 SA-15.....(9)235-1530
Latimer Cecelia EA/EX 4313A.....23102
Latney Ann A M/COMP/FO/AD 6110 SA-15..(9)235-9414
Latney Brenda D A/EX/PMD 800 SA-11.....20338
Lauderdale Gail M PM/DCA 7424.....29778
Lauderdale Michael H M/FSI SPS 1105 SA-3
Laurance Edward J ACDA/WEC/ATD 5487.....21877
Laury Harry L OC/T 5440.....21640
Lavery M Kathleen M/MED 2256.....29801
Law Helen L CA/SCS 1803.....22501
Law Robert Jr OC 5440.....29554
Lawhead Bruce F Clemency Board 2033 M St....46387
Lawhon Doris D PER/REM/EMB 7310 SA-15.(9)235-9370
Lawhorn Linda ARA/ECA 4908.....22296
Lawrence Ann A L/EX 5425.....24905
Lawrence David B III PA/PRESS 2109.....22492
Lawrence Doris M FAIM/IAP 1239.....20769
Lawrence Lisa STP/P 528 SA-6.....(9)235-1773
Lawrence Malcolm A/CDC 1239.....23209
Laws Debra NEA/ARN 6250.....20791
Laws Valerie T CA/OCS/EMR 4811.....25225
Lawton Elsie C PER/FCA/A/C&R 2820.....28136
Layne Lisa R INR/OIS 6510.....20808
Lea Thomas H FAIM/PS 1758-D.....29570
Leacacos Velia C CA/EX/A 1813.....25730
Leach Dale E CA/OCS/PC 4800.....23732
Leader Stefan H ACDA/PA 5443.....26186
Lebeau Patricia S PER/FCA/EUR 26A11.....28621
LeBourgeois Julien D ARA/CAR 3242.....26386
LeBrane William H OC/T 5440.....23455
Leclere Mary ACDA/A/CS 5664.....20931
Ledbetter Wilber E CMC 7310.....22990
Ledesma James V EB 6826.....21644
Ledogar Stephen J EUR/RPM 6227.....21626
Ledsky Nelson C H 7261.....24768
Lee Ann GAO/ID 5915.....20602
Lee Barbara K A/SY/I 4001 SA-15.....(9)235-1740
Lee Edward L A/SY/E&T 47th Fl SA-15...(9)235-9461
Lee Elmer E Jr FAIM/IS 1239.....20420
Lee Eloise R REM/EMP/OEB 7507 SA-15...(9)235-9406
Lee George EB/PAS 2833.....20501
Lee Gloria J EUR/CE 4228.....20289
Lee Guy A FAIM/IS 1239.....20423
Lee Harlan Y M EA/PIA 5210.....23546
Lee James D EB/CTA/OCA 3334.....21052
Lee Luke T OES/CP 7819.....22232
Lee Natalie H FAIM/PS 1843.....21068
Lee Owen ARA/ 6494.....29482
Lee Roxcene V A/CDC/SR B234.....29400
Lee William H AF/EX 3513A.....21467
Leech Eleanor B CA/PPT 360 SA-17.....(9)523-4387
Leech John J A/FBO 312 SA-6.....(9)235-1730
Leeks Georgia C A/ISO 1921.....20338
Leestma David J ACDA/OA 804 SA-6.....(9)235-2206
Legeer Josephine A ACDA/WEC 5843.....21407
Legg Frances B H 7251.....29530
Lehel Anna M AF/W 4250.....28354
Lehman Barbara C EA/J 4210.....23152
Lehmann Patricia A S/AS 6333.....23752
Leidel Donald C EUR/EX 5424.....20583
Leipziger Danny M EB/PAS 2833.....20376
Leitner Peter M GAO/ID 2536A.....21588
Lejins Nora M FMAS/LS 2214.....21528
Lemieux Louis N EUR/EX/PMO 5428.....23326
Lemmon Michael C PM/ISP 7430.....24930
Leniart Karen A ACDA/PA 401 SA-1.....(9)235-9559
Lent Brigitte FMAS/LS 2204.....20525
Leonard Cynthia L S/S-EX 7517.....20698
Leonard Daniel B A/ISO 1921.....21661
Leonard Eunice M EUR/WE 5230.....20719
Leonard James R OC/PE 210 SA-6.....(9)235-1847
Leonard Shirley L PER/FCA/SO 2429A.....27691
Leonas Linda G A/OS 234 SA-6.....(9)235-9603
Leong Jain T OC/PE-E 2313 SA-7.....79538
Leonhart Margaret A INR/RWE 6510.....21164
LePage Geraldine R PA/PP 5827.....22731
Lesar Susan J T 7208.....20412
Leslie Willie L FAIM/PS 1758.....29570
Lesser Lawrence B DGP/PC 6216.....25158
Lester Barnett B DG/PA 6808.....21743
Lester Helen ACDA/GC 5635.....28199
Lester Joyce A PPT 210 SA-17.....(9)523-4335
Lestina Nancy J SY/FIPS 2422.....20836
Lett Mattie I AF 6234A.....23357
Lever Leon W OC/MPI 5438.....20595
Levin Arthur D BIB 430 Exec.....(9)254-8040
Levis William A A/FBO 309 SA-6.....(9)235-9488
Levitsky Melvyn IO/UNP 6332.....28114
Levy Ira H D/CT 2238.....27796
Lewis Carolyn M PPT 730 SA-17.....(9)523-4365
Lewis Chester OC/P 44A30.....21577
Lewis Colleen E NEA 6244.....29077
Lewis Edward P OC/T 5440.....23455
Lewis Eugene J S/CPR 1238.....23610
Lewis Gwendolyn PPT 414 SA-17.....(9)523-4265
Lewis James C OES/EX 7821.....23623
Lewis Joan M IMA 2533-A.....20500
Lewis Joanne L OC/T 5440.....20595
Lewis John AF/W 4250.....22865
Lewis Lawrence COMP/FO/FD 6701 SA-15..(9)235-9302
Lewis Lorraine CA/PPT/S 300 SA-17.....(9)523-4296
Lewis Marion M M/FSI 402 SA-3.....(9)235-8840
Lewis Reese A OPR/STP/TO 1244.....20435
Lewis Ruth C S/CPR Blair House.....29825
Lewis Shelia L M/COMP/BP/RME 1331.....22470
Lewis Vincent B EUR/EX 5428.....20579
Leyble Linda C S-S/S 7241.....28062
LeZotte M Diane OPR/STP/TO 1244.....21675
L'Heureux David E OPR/STP 532 SA-6....(9)235-9512
Li Sue W OPR/FAIM 2442-F.....22669
Li Tsung-Mi M/FSI/SLS 5526A SA-15.....(9)235-9395
Lichtblau George E NEA/RA 5254A.....21278
Lichtig Moses M/MED 2906.....23552
Lide Frances T CA/VO/F/P 815 SA-2.....21917
Liebau Robert N OC/T 5440.....21823
Lieberman Alfred ACDA/OA 804 SA-6.....(9)235-2213
Lieman Charles B OICR/ALP/ITA 7717 Com BG...20286
Lifshitz Minnie PM/ISO 7321.....21616
Light Elliott B PPT/C/O 5813.....27172

Liimatainen Robert C OES/NTS 7828.....29318
Lilly Delilah S S/CPR 1232.....22649
Lilly Jacquelyn D FAIM/IS 1239.....20420
Limberg Wayne P INR/RSE/FP 4843.....29201
Limpouch Teresa E FMAS/LS 2204.....23477
Lindberg Agnes A OC/T 5440.....21640
Lindberg Eugene J OC/TR 2130.....23641
Lindberg Marjorie E B EB/ORF/OFP 3427.....23090
Linde Deborah EB/OT/STA 3827.....20307
Linde Lori L PM/ISP 7430.....20556
Linder Perry W OES 7821.....23622
Linderer Donald L OC/PE-M 3536.....23430
Lindquist Donald Cdr ACDA/OA 804 SA-6.(9)235-2202
Lindsay Joylette C PER/MGT/OS/IO 1336.....22098
Lindsey Marjorie E PER/FCA/EUR 26A11.....28621
Lindstrom David OC/PE-R 1402 SA-7.....72216
Linebaugh J David ACDA 4498.....20732
Link Linda K INR/DDC/MP 6845.....23371
Linnemann Joseph H INM 7331.....24880
Linowitz Sol S/SN 7260.....25324
Linskey Dennis M INR/RAF 4635.....28739
Lippincott Stephen A PER/MGT/RMR/RM 1609....23382
Lipscomb David A A/SY/DIS 2426.....21340
Lipscomb Linda M AF/EX 3519.....22499
Liptak Pearl L M/MED 2916.....22199
Lissakers Karin S/P 7312.....24734
Little Joe M A/SY/FIPS 2422.....20230
Liverpool Gregory B FAIM/PS 1758.....28483
Lizotte Normand G A/ALS 501-D SA-6....(9)235-9466
Lloyd Dallas D INR/XR 6747.....23967
Lloyd Donna COMP/FO/FD 6701 SA-15.....(9)235-9317
Lloyd Fred D Jr PPT/O/E 1821A.....28814
Lloyd Janet M/FLO 1216A.....21076
Lloyd John III RP/OAR 500 SA-2.....28945
Lloyd Wingate EUR/CAN 5227.....23135
Lo Conte Fortunata M EA/VLC 6317.....23132
Lobb Graham R A/OC-N 44A22.....23868
Loberg L Dawn PER/FCA/SEC 2336.....29526
Lochmiller Robert L A/OC-AF 44A22.....28946
Locke Allen W S/AS 6333.....24252
Lockwood Bill G Lt Col S/S-O 7516.....20564
Lockwood Carolyn M RP 500 SA-2.....20541
Lockwood Walter B Jr EUR/CAN 5227.....23150
Loff Kenneth A PER/FCA/A/C&R 2820.....28136
Lofstrom William L INR/RAR 7534.....22251
Logan Jerry S OC/P B-528.....21090
Logan Sheila A PPT/C/N 5813.....20897
Loines George W OC/T 5440.....21641
Lollis Edward W EB/IFD/ODF 2529A.....20686
Lombardi Joan A A/SY/CC 2435.....22412
Long Andrea S/S-EX 7517.....22427
Long Bill L OES/ENR 7819.....22418
Long Edward T ARA 3250.....21658
Long Richard G A/CDC 1239.....23209
Long Walter H CA/PPT 338 SA-17.....(9)523-4232
Longmyer Kenneth PM/ISP 7430.....24930
Longo D Thomas Jr EUR/EE 5221.....21739
Longstreet John PER/MGT/OS/CC 1818.....23322
Lonon Aundrea M CA/CCS 4810.....22834
Lopez Gerald J A/SY/FO 38A00.....23124
Lopez Sheila B S/S-S 7241.....25804
Lord Natalia M/FSI 700A SA-3.....(9)235-8821
Lord Peter P PER/FCA/ARA 2336.....29732
Lore Mark EB/ICD/CPD 3527.....20827
Lorton Ronald D NEA/PAB 5247.....29552
Loskot William F S/S-O 7516.....21530
Lostracco Carol B ACDA/NP/NS 4953.....21140
Loughney Mary L D/HA/ORM 1427.....23514
Louis Margaret M EUR 6226.....23744
Love Carolyn A PM/MC 800 SA-6.....(9)235-9770
Love Samuel D PM/MC 800 SA-6.....(9)235-9770
Love Thomas A A/ISO 1921.....21293
Lovely Grace A FAIM/PS 1853.....21633
Lovett Carl E OC/P 4420.....21198
Lovett Frances M OC/S 6442.....23060
Lovich Paulette S FSI 500 SA-3.....(9)235-8833
Loving Amelia C ACDA/MA/AT 5499.....23422
Lowe George M Jr S/IG/IS 2317.....20152
Lowe Pardee IO/UNESCO 4806A.....20917
Lowell William J EB/CTA/TD 5824.....26583
Lowengart Carolyn PPT 358 SA-17.....(9)523-4319
Lowengrube Bette ARA/ECP 3234.....29398
Lowenkopf Martin INR/RAF/CS 4635.....27163
Lowery Earline PPT 210 SA-17.....(9)523-4334
Lowman Sheppard C RP 500 SA-2.....20541
Lubin Lawrence A/BF/OB/FP 1331.....22221
Lucas Betty J M/COMP/FO/WCF 7711 SA-15(9)235-1432
Lucas Cecelia S/S-EX 7517.....22427
Lucas Robert J PPT 260 SA-17.....(9)523-4259
Lucas Sherwood E OC/T 5440.....22142
Luchi Paola V PA/EX 6805.....22685
Lucius Hallock R NEA/INS 5251.....20701
Luckman Eugenia L BIC/OCRS 3204 Commerce....20286
Lucy Michael EB/ORF/FSE 3638.....28988
Lucy Patricia M/MED 2917.....28918
Ludwick William B GAO/FAG 2536A.....21588
Luebke Paul T A/OS 234 SA-6.....(9)235-1757
Luers William H EUR 6226.....21010
Lufkin Sally A NEA/EX 4243.....21234
Luksic Edward M/COMP/FS 1801.....28037
Lumsden George Q Jr NEA/ARP 4224.....20303
Lundstrom Edward N INR/XR 432 SA-6....(9)235-9415
Lundy Walter A EA/EP 4206.....24835
Lunsford Warren COMP/FO/FD 6701 SA-15.(9)235-9384
Lunsmann Frieda A M S/IL 4234.....23662
Lunt Robert S M/MO 7527.....22074
Lupo Samuel E ARA/EX 3260.....23318
Lusby David S ARA 6469.....29430
Lustick Ian S INR/RNA/NE 4524A.....28418
Luszcz Veda R IO/EX/OB 5331.....21110
Lutes Sherry A S/FSG 430 SA-6.....(9)235-9860
Lutz Jeffrey T INR/RGE 8742.....22022
Lybyer Janice M OC/SA 44A28.....22665
Lyerly Eugene R PPT/O/SIO 360 SA-17...(9)523-2467
Lyle John INM 7336.....24867
Lyles Calvin L EA/EX 6310.....29551
Lyles Carolyn M FAIM/PS B847A.....20874
Lyles Donald C M/EEO 3210A.....21461
Lyles Donald R IO/EX/DAR 3428.....27992
Lyles Mildred L M/COMP/FO 6112 SA-15..(9)235-2482
Lyman Donald S/S-O 7516.....21512
Lyman Judith L CA/EX/AP 1813.....26783
Lynch Janet E T 7208.....28071
Lyne Stephen R EA/VLC 6317.....23132
Lynn Douglas W M/COMP/BP/RME 1331.....23881
Lynn Francis E FMAS/GS 1493.....23636

Lynn Stuart EB/OT/GCP 3830.....22316
Lyons Christopher D A/SY/PRS/SD 2519.....23914
Lyons Laverne G A/FBO 327 SA-6.....(9)523-9485

M

Maas Eugenia M PDC/OLAB 103 SA-8.....(9)235-1897
Mabon David W PA/HO 3100 SA-1.....23518
Mabray Glenn G REE/REC/SP 7314 SA-15..(9)235-9372
Mabry Linda A L/EB 6420.....20349
Maccarone Carmela G INR/MP 6845.....21079
MacDonald Bruce W PM/SA 7428.....28685
MacDonald Clifford E 1750 Pa Ave NW...(9)393-4220
MacDonald Donald S A/CDC 1239.....23209
MacDonald Marjorie M 1750 Pa Ave NW...(9)393-4220
MacDougall Hugh C INR/RAF/W 4635.....27243
Mace Howard P A/MCD 1239.....22846
MacFarlane Lewis R AF/S 4238.....28432
Machado Joseph Jr ARA/EX/FM 3260.....23336
Machak Frank M FAIM/IS 1239.....23411
Macias Sally K AF/W 4250.....22594
Mack Betty J FAIM/LR 2442-C.....22739
Mack James F ARA/CEN 4909.....20467
Mackall Ella T PPT 562 SA-17.....(9)523-4294
Mackay A Roy CA/PPT/P 5805A.....20143
Mackler Roderick C M/FSI 1200 SA-3....(9)235-8759
Macklin Thomas E Jr AF/EX/PMO 3513.....22206
Macklow Mark H M/FSI/SLS 600 SA-3.....(9)235-8828
MacMillin Katherin A ACDA/A/PER 5720.....22034
MacPherson Bobby L OC/T 5440.....29554
Madden Ralph OC/T 5440.....23455
Madden Roy R A/BF 1129A.....20960
Maddux Annie R FAIM/IS 2813.....20407
Maddux Dana L EB/ITP/EWT 3819.....22004
Maddux Sara M/MO 7527.....20328
Maestri Joseph C M/COMP/BP/RC 1129A.....20961
Maffett Victor J PER/FCA/A/C&R 2820.....28136
Magal Ivan 'V M/MED 2906.....23552
Magee Rae J M/MED 2260.....22868
Magee William G REE/EMP 7804 SA-15....(9)235-9373
Magin Patricia R FAIM/IAP 1239.....20769
Magner Robert S/P 7419.....20398
Magnor James B EB/OA/AN 5529A.....22654
Magruder Warren EA/P 4207.....22539
Maguire Charles G A/EX/FM 3424.....28920
Maguire Edward B M/MED 2906.....21843
Maguire Elizabeth DS/POP 309 SA-16....(9)235-9686
Mahasitilab Iria S/CPR Blair House.....29825
Maher Peter S AF/S 4238.....20916
Mahler Lois E INR/RSE/SI 4844.....29204
Mahoney Mary J PER/FCA/NEA 2830.....29412
Mahoney Michael M CA/EX 4824.....23118
Mainland Edward A OES/ENH 7820.....29312
Mak Dayton S A/CDC 1239.....22846
Makell Sheron L OPR/STP 528 SA-6.....(9)235-1846
Makle Iris J CA/VO/L/R 819 SA-2.....22907
Malcomson William CA/PPT/O 334 SA-17..(9)523-4315
Mallory Margie M PER/CA/FS/ARA 2336.....22055
Mallory Thurron J SY/PRS/SD 2519.....23914
Mally Gerhard ACDA/WEC/ATD 5846.....28653
Malmborg Knute E L/M 4427A.....22350
Malone Anne L INR/EX 6751.....21564
Malone Gifford D M/MO 7427.....22298
Malone William T CA/PPT/S 300E SA-17..(9)523-4296
Malott John R NEA/INS 5251.....21289
Malpass Betsy J PER/FCA/NEA 2830.....29468
Malpass H R NEA/ARN 6250.....24714
Manago Diane E M 7207.....29528
Mancini Kathryn L EB/OT/TEX 3333.....23000
Mandel David P A/SY/PRS 2519.....23914
Manderscheid Gerald E AF/EX 3517.....28318
Manger Walter H NEA/INS 5251.....21289
Mangum Trilla EB/OT/TA 3822.....22778
Maniatis Denise C CA/PPT 5805A.....20000
Manion John E M/COMP/BP/FC 1332.....28256
Manley David P A/SY/SAS 2236.....21040
Manley Jacqueline L PER/CCA 2421.....22509
Manly Therea A PER/CCA 2421.....20947
Mann Helen M NEA/IRN 5246A.....20449
Mann Jay I INR/RAF 4536.....27174
Mann John B COMP/FO/FD 6802 SA-15.....(9)235-9383
Manning Evelyn R PER/MGT/RMR 1826.....23846
Manning James F SY/PRS/SD 2519.....23914
Mannino Ernest N A/OS 234 SA-6.....(9)235-9600
Mansfield Robert N OC/P SA-4.....(9)339-7005
Mansfield William H III OES/ENH 7820.....29312
Mantel Robert B PM/SSP 7325.....25104
Manuel Guerra ARA/AND 5906.....25864
Manzano Maria R M/MED 2916.....28087
Maples Melford L OC/T 5440.....21640
Marable Deborah ARA/EX/ADM/MSG 6258.....22463
Marable James B M/COMP/FO 6201 SA-15..(9)235-9324
Marcell Louis G A/SY/E 2424.....23143
Marconi Michael D OC/PE-M 3536.....23430
Marcott Edward J EUR/SE 5511.....20829
Marcum John M INR/STA 6524A.....23872
Marcus Franklin C IO 6323.....22468
Marcuse Gisela FMAS/LS 2204.....28917
Maresca John J EUR/WE 5226.....23072
Marichak Helen FMAS/GS 1489.....29841
Marinelli Lawrence A RP 7532.....21066
Marino James Jr STP/S 535 SA-6.....(9)235-9584
Mark David E INR/DD 6531.....22436
Mark Jim D S/CPR 1238.....21702
Markey Edward W FAIM/RM 1239.....20284
Markey John D PPT 232 SA-17.....(9)523-4408
Markle Herbert H A/SY/PRS/DD 2519.....23914
Markoe Frank Jr BIB 430 Exec.....(9)254-8040
Markowitz Betty J M/MED 2915.....23401
Markowitz Melvin OC/P B528.....28350
Marley F Hal M/MED/AAP 3818.....21843
Maroney Richard T OC/PE-IL SA-7.....71416
Marquis Alphonso A/OPR 1417.....22966
Marrano Louis M A/SY/DO 3811.....21392
Marrano Nancy A INM/P 7336.....20365
Marshall Charlene CA/EX/R 1813.....29180
Marshall Dana M EB/IFD/BP 3331.....20641
Marshall Doris L FAIM/PS B847A.....20874
Marshall Gloria M D 7212A.....22474
Marshall Harry R Jr ACDA/GC 5635.....21866
Marshall Katharine L ARA/PPC 3254.....23291
Marshall Magdaline E PPT 210 SA-17....(9)523-4334
Marshall Mary F L/ECP 5429.....29328
Martens Robert J S/IG 2317.....20152
Marthinsen Charles E NEA/EGY 6251.....22365

Martin Annie M OC/P B-528.....28350
Martin Barbara J M/FSI 907 SA-3.....(9)235-8806
Martin Bonnie F FMAS/VS B-258.....21082
Martin Calvin L ASIA/TR 606D SA-18....(9)235-8871
Martin David A HA 7802.....20798
Martin Desdemona O EB/CTA/CERP 3419.....25243
Martin Felicita A A/ALS 503 SA-6.....(9)235-9517
Martin G Eugene S/S-S 7241.....28062
Martin Janice V SY/CC 2435.....22412
Martin Joanna W EUR/RPM 6513.....21328
Martin Judy L A/SY/DIS 2426.....24056
Martin Lionel R OCT 5440.....29554
Martin Marcia L AF/EX 3517.....20918
Martin Myra A PER/PPM 4419.....25350
Martin Richard R A/ALS 501 SA-6.....(9)235-9466
Martin Robert A INR/PMT 6638.....22043
Martin Roderick E 7250.....23857
Martin Ronald L PPT/S/PG 552 SA-17....(9)523-4300
Martin S Bowe Jr M 5638.....22499
Martin T R ARA/MEX 4258.....22835
Martin Thomas H EB/ORF/ICD/ISM 3529.....29463
Martinez Richard R INM 7336.....21274
Martus Francis R FMAS/GS 1493.....20516
Marvin Gary B SY/PRS/SD 2519.....23914
Marvin Judy I S/S-EX 7517.....20208
Marx Joanne B OC/PE 2201 SA-7.....79530
Maska Geneil C P 7240.....22471
Mason Bernard C OC/P B-528.....21229
Mason Bernice W OC/T 5440G.....23418
Mason Colleen P M/MED 2906.....21607
Mason Dwight N M 7207.....25586
Mason Mark A SY/PSI/I 2418.....20408
Mason Rachael L M/MED 2906.....29801
Masserini Mary A S/CPR 1238.....20685
Massey Patricia B M/COMP/FO 6205 SA-15(9)235-9263
Massey Richard C S/CPR 1238.....27984
Massie Charles L M/COMP/FO 7701 SA-15.(9)235-9344
Massie Laverne B PPT/S/PC 386 SA-17...(9)523-4327
Mast Charles EB/ITP/OT/GCP 3830.....21175
Masters Richard E PER/FCA/JO 2429A.....27691
Masterson Maryanne T CA/VO/L/R 819 SA-2.....21933
Matchey Barbara A AF 6324A.....22530
Matera Lawrence W OC/T 5440.....29554
Matheson Michael J L/PM 6429.....27838
Mathews Monie J PER/REE 7520A SA-15...(9)235-9379
Mathias Glenn E M/MED 2906.....28122
Matlock Jack F Jr M/FSI 1204 SA-3.....(9)235-8714
Matson Roy R PER/MGT/EX 2129.....22190
Matteson Janet K PPT 414 SA-17.....(9)523-4266
Matthews Carl B OC/TR 2130.....21584
Matthews Francis J DG/PA 6808.....21648
Matthews Gary L EUR/SOV 4225.....20821
Matthews James R ACDA/A/SY 5731.....23506
Matthiesen Kenneth B OC/PE-F/I 2402 SA-7....79500
Mattingly Lee ARA/EX/ADM 3260.....25963
Mattis George J FAIM/DIR B266.....23602
Maturi Eileen M OES/OMS 5801.....20830
Matusek Ivan V INR/RSE/EE 4750.....22877
Mauck Joseph E OC/T 5440.....21641
Maurel Arthur A A/SY/SAS 2236.....21040
Maurer Ely L/ECP 5429.....22682
Mautner Martha C INR/RSE/OD 4758.....29536
Mavritte Theodore R FAIM/PS 1758.....28662
Maxwell Alexander W CA/EX/R 1813.....25730
Maxwell Bernard J EA/EX 6310A.....29551
Maxwell Bonnie J INR/DDR/REC 8722.....22215
Maxwell Carol J PPT/S/PC 386 SA-17....(9)523-4327
Maxwell Genevieve C IO/EX/OB 5331.....28673
Maxwell Martha L A/OC/T 5440.....21380
May Virginia V SY/FO 38A05.....23123
Mayberry Charles E A/OS 234 SA-6.....(9)235-9600
Mayer Vincent Jr NEA/EGY 6251.....22803
Mayers Christopher G STP/T 1047.....28783
Mayers Teena ACDA/PA 5443.....27131
Mayes Thomas K A/SY/PRS 2530.....23897
Mayfield Stephanie EB/ORF/ICD/ISM 3531A.....20888
Mayhew Jonathan INR/OIS/CIS 6510-A.....20808
Maynes Charles William IO 6323.....29600
Mayo Audrey P FMAS/ESC 1252.....22895
Mayo Howard W A/ISO 1921.....20609
Mayo Mary V DGP/PER 6216.....29442
Mayo Vondell V A/FBO 335 SA-6.....(9)235-9494
Mayo Walter E ARA/EX/ADM/MSG 6258.....22462
Mayr Thomas H PPT 232 SA-17.....(9)523-4408
Mays John M OC/DLO 44A20.....22428
Mays R Glynn Jr M/MO 7527.....21510
Maysa John OC/TR 2130.....21584
Maysa Nilsa C M/FSI 916 SA-3.....(9)235-8815
Mazeau Margot ACDA/GC 5534.....20059
Maziarz Joseph S OC/PE-M/T 1408 SA-7.....79533
McAdoo Scott D M/COMP/FO/AD 6110 SA-15(9)235-9341
McAfee William INR/DDC 6635.....21504
McAllister Elizabeth ARA/USOAS 6914.....22096
McAndrew Charles R Jr ACDA/A 804 SA-6.(9)235-9789
McArdle Patricia INR/RNA/NE 6510.....23236
McBeth Mamie L PPT 250 SA-17.....(9)523-4335
McBrayer Regina C PPT 414 SA-17.....(9)523-4265
McCabe Dorothy N PPT 232 SA-17.....(9)523-4408
McCabe Edward L FMAS/VS B-258.....21082
McCabe Maureen PPT 210 SA-17.....(9)523-4163
McCabe Roy E A/OC/T 5440.....29554
McCain Delois D IO/MPC 5328.....20340
McCain Karla L PA/PC/CM 5821.....20382
McCall Angela C CA/OCS/CCS/ARA 4817.....23576
McCall Louis A AF/W 4250.....23469
McCall Sherrod B EUR/SOV 4217.....29559
McCallum Phillip A OC/P B-528.....21268
McCamman Michael J A/SY/PSI/E 2424.....23142
McCants Albertus W FAIM/PS 1758.....29570
McCarron Bernadette M ARA/CEN 4909.....24010
McCarthy Daniel A/SY/WFO 4th Fl SA-15.(9)235-9346
McCarthy Eugene PER/ES/LP 3712 SA-15..(9)235-1004
McCarthy Jane B L/CA 5423.....22672
McCarthy John R REE/BEX 7314 SA-15....(9)235-9400
McCarthy Karen L IBC 150 425 I St NW.....28058
McCarthy Robert J A/SY/PT 2513.....21032
McCarty Sondra F PA/PRESS 2109.....22492
McCaskill Gwendolyn M/FSI/GS 911 SA-3.(9)235-8790
McCay Thomas J OC/PE-I 2116 SA-7.....79788
McClain Anita F PER W119 SA-1.....24944
McClaude Francis R OC/T 5440-J.....21640
McCleary Brian I ACDA/PA 5443.....29865
McClelland Donna C PER/FCA/EUR 26A11.....28631
McClelland John C M/FSI 207 SA-3.....(9)235-8721
McClelland Roswell D MCD 1239.....22846
McClelland Warner W OC/P B-528.....21305

McClevey Richard P CA/MGT 4824.....23528
McClintock David W OES/ENR 7820.....29318
McClintock Susan M/FLO 1216A.....22387
McCloskey Thomas A REM/EMP 7802 SA-15.(9)235-9373
McCloud Lena B FAIM/PS 1758.....29524
McClure Thomas N S/IG/IS 2317.....20152
McCollough William F A/FBO 327 SA-6...(9)235-9511
McConahy Robert L OC/SA 44A28.....22333
McConneaughey Janette A S/CPR 1237.....21034
McConnon Caron A PER/MGT/RMR 1826.....27066
McConville Catherine M OES/EX 7821.....23624
McConville Donald F EB/OT/TEX 3333.....20280
McCorkle Nettie D OC/P B528.....21090
McCormick Dorothy B M/FSI 909 SA-3....(9)235-8806
McCormick Richard S/P 7419.....23029
McCown Henry Y CA/FS/ARA 2336.....29731
McCoy Barbara CA/VO/L/C 700 SA-2.....22926
McCoy Janet L A/ISO/FADPC 1921.....21778
McCoy Lisa ARA/ECP 3234.....22385
McCoy Margarie M M/COMP/BP/FP 1331.....21729
McCoy Richard A ARA/CAR 3242.....23449
McCoy Sheila R PPT 232 SA-17.....(9)523-4408
McCrea Vermelle V A/FBO 314 SA-6.....(9)235-9497
McCready L Joan S/FSG 430 SA-6.....(9)235-9862
McCubbin John G PPT 627-A SA-2.....27974
McCumber George L OC/S 6442.....23060
McCurry Alan W OC/T 5440.....21640
McCutchen Kathryn FMAS/GS 8th fl Dipl Recep.20298
McCutcheon Gertrude T S/P 7311.....20358
McDaniel Joyce D CA/CCS/EUR 4811.....22480
McDermott James M A/SY/DO 3811.....21435
McDevitt Elaine M PA/PC/SPS 4827A.....22353
McDonald John W IO 1208.....26474
McDonald Regina T FAIM/IS 1239.....20428
McDonald Vincent C A/SY/DO 3811.....20327
McDonnell Thomas H A/SY 4705 SA-15....(9)235-9461
McDowell Dennis ACDA/D/IS 6510A.....20224
McDowell Grover R OC/PE 6442.....21262
McDowell Ruth J A/SY/DIS 2426.....20614
McDuffie Cherry NEA/PAB 5247.....23580
McElhaney Douglas IO/UNA 7511.....28345
McElhaney Mamie Y PPT 414 SA-17.....(9)523-4265
McElhaney Robin Y S/P 7330.....20988
McElhaney Samuel H S/S-I 7241.....23836
McEntee Dennis G OC/P SA-4.....(9)339-7005
McEvoy Michael R L/ARA 5527A.....23082
McFall V Frances PER/FCA/POL 2417A.....29776
McFarland Barry A/SY/WFO 2418.....22412
McFarland James H Jr FSI 3602-B SA-15.(9)235-9271
McFeeters Carol L INR/DDC/RPS 2737A.....20724
McGarry Jill N CA/VO/L/C 709 SA-2.....21939
McGee Gale W ARA 6494.....29376
McGeorge Arden J SY/NSU SA-7.....79578
McGhee Janet IO/UNP 6332.....20514
McGill Edmond A FAIM/IS 1239.....28484
McGillian Anita D M/FSI 1004 SA-3.....(9)235-8798
McGlasson Kathleen R OC/P 4420.....21198
McGlathery Sharron A M/FSI 402 SA-3...(9)235-8838
McGlinchey Alfred H SY/OPS/T SA-7.....73511
McGough Roberta E CA 6811.....21558
McGovern Kathleen H CA/PPT/O SA-17....(9)523-4315
McGovern Robert N NEA/EX/PM 4243.....20300
McGowan Charles W S/S-I 7241.....23836
McGowan William A EA/EX 6310.....20659
McGowen Edwin H FAIM/IS 2813.....20406
McGown F J PPT 210 SA-17.....(9)523-4335
McGrath Catherine M OC/T 5440.....20595
McGrath Karen A A/EX/ASD 3420.....29414
McGrath Thomas G A/SY/I 2418.....22412
McGruder John L INM/PE 7331.....21413
McGugan Vincent M A/OS 234 SA-6.....(9)235-1760
McGuigan Kathleen OC/PE/E 2303 SA-7.....79744
McGuinness John P IO/UNESCO 4336.....21155
McGuire Carol S A/SY/I 2418.....23187
McGuire Joseph H PER/CCA 2421.....23352
McGuire Kenneth S SY/PTS 4201 SA-15...(9)235-9461
McHale Dennis M A/SY/DIS 2430.....20634
McHale Ellen M A/IG 6821.....23766
McHale Judith CA/VC/L/C 709 SA-2.....21987
McHardy Linda G M/MO 7529.....22027
McHenry Donald F IO/UNA 7511.....28346
McIe Daniel T S/S-I 7241.....23836
McIntyre Marvelle A FMAS/LS 2206.....20582
McKeever Georgia ARA/CEN 4911.....20815
McKeever Joyce P TA 3819.....20686
McKeever Thomas E A/SY/PRS/DD 2519.....23914
McKenzie Lloyd G COMP/FO/FD 6713 SA-15(9)235-9274
McKenzie Robert A CA/OCS/EMR 4807-J.....25119
McKenzie Robert A CA/SCS 1813.....23529
McKeon Edward CA/VO/L/A 611 SA-2.....22901
McKeon Robin EB/TRA/MA 5826.....22655
McKinney Carla FAIM/IS 1239.....20487
McKinnon Charles IO/EX/OB 5333.....21017
McKitrick Dorothy E AF/EPS 5242A.....22591
McKittrick Janet L ARA/EX/FM 3260.....28106
McKoy Catherine A/SY/DIS 2426.....24056
McKune Elizabeth INR/RAR 7532.....22002
McKune Kenneth R ARA/MEX 4258.....29364
McLain Carl E OC/PE-M 5435.....23430
McLain Ingrid J CA/VO/P/IT 605 SA-2.....21972
McLaughlin Barbara A A/EX/PMD 1880.....26550
McLaughlin Gloria A EA/PRCM 4318A.....21322
McLaughlin John A INM/Pm/CM 7813.....29004
McLean Emma J FAIM/IS 2813.....20406
McLean J Phillip EUR/RPE 6517.....22395
McLean Joseph G INM 7336.....24879
McLean Martin EUR/RPM 6225.....28901
McLendon Alex FAIM/IS 1239.....20782
McLeod Julianne S/AO 351 EOB.....(9)395-5694
McLeod Mary E L/OES 6418.....21989
McMahon JoAnne C EA/K 5315.....27717
McMahon Robert PA/HO 3100 SA-1.....25215
McMahon Thomas J A/OPR 1417.....22966
McManaway Clayton E Jr A/CDC 2811.....28204
McManus Katherine ACDA/NP/NE 4930.....25050
McMillion Margaret K AF/W 4250.....23066
McMullin Mary CA/VO/P/IC 813 SA-2.....22918
McNamara Brian CA/VO/F/P 816 SA-2.....21954
McNamara Madeline C RP 500 SA-2.....22303
McNamara Thomas E PM/ISP 7430.....22506
McNamee Carl C A/ISO/FAPDC 1921.....23162
McNeal Douglas B EA/K 5315.....27717
McNeil Dale A M/FSI 912 SA-3.....(9)235-8789
McNeil Francis III S/IG/IS 2317.....20152
McNeil Lattice I CA/OCS/PPC 4800.....23732
McNeil Willie L PPT/C 5813.....20897

McNeill John ACDA 5534.....23596
McNeill Stephen F S/IG/IS 2317.....20152
McNerney Judith A EB/EX 6820.....23105
McNerny Susan E G/PM/MC 103 SA-6.....22984
McNulty Janice M INR/DDC/RPS 2737A.....20220
McNulty Joseph A SY/DD 2519.....23914
McNutt Leta S/P 7419.....20434
McNutt Louise EA/RA 4312.....22722
McPhaul E Frances A/SY/T 3810A.....22304
McPherson Bobby L OC/T 5440.....29554
McPherson Sheila T H 7251.....21246
McPowell Dennis ACDA/A/CS 5730.....21832
McQueen Susan R A/FBO/IDF 324 SA-6....(9)235-9440
McQuinn Ira C Jr OC/P SA-4.....(9)339-7005
McVey Bonnie K IO/HR 4808-A.....20572
McWhirter James SY/PRS/SD 2519.....23914
McWilliams Edmund F Jr EA/VLC 6317.....23132
Meade Frazier EA/PHL 5311.....27222
Meader Beth G S/IG 6821.....23766
Meador James B Jr OC/T 5440.....22143
Meagher Anne N M/FSI 212 SA-3.....(9)235-8721
Means Patricia A A/SY/DIS 2426.....20707
Means Willard O S/S-I 7241.....23836
Mearifield Rene A ISO/FADPC 1921.....27765
Mears Thomas W Jr AF/E 5240.....20849
Mecke Frederick A/SY/PTS 4th Fl SA-15.(9)235-9461
Medeiros Carole W FMAS/LS 2212A.....21102
Meehan Antoinette M/MS 1818.....23484
Meek Anna F EUR/EX 5424.....21353
Meeks Marie T PM 7317.....21792
Megerian Lillian SY/OPS/T/WSB SA-7.....73510
Mehlert Calvin E OES/SCT 4330.....23649
Meinecke Mary J M/MED 2906.....23642
Meinheit Harold E EA/TIMBS 5206.....23276
Meissner Charles F EB/IFD 4828.....29496
Mejia Jose A M/FSI 523 SA-3.....(9)235-8834
Melchiorre Maria C M/MED 2909.....26489
Meldahl Nancy L A/SY/NSU 2534.....28524
Mello Lucy E OC/T 5440.....21640
Mellor John E A/CDC 1239.....23209
Melton John E PER 4419.....23205
Menold William F Jr IO/UNP 6328.....21891
Menzel Joerg H ACDA/NP/NS 4953.....23474
Merchak Sally H A/ALS 501 SA-6.....(9)235-9468
Meresman Joseph A/EX 3420.....21902
Merrick Roger NEA/ARP 4224.....20865
Merrifield Rene A A/ISO/FADPC 1921.....27764
Metson W Graham Jr PM/MC 800 SA-6.....(9)235-9764
Metya Giizin M/FSI 5520A SA-15.....(9)235-1537
Metzler Phillip J CA/EX/S 619 SA-2.....28078
Meyer Carol S/IG/IS 2317.....20152
Meyer Nancy PPT/O/E 1821A.....28814
Meyer Ray A D/LOS 4321.....29514
Meyer Susan A A/FBO/IDF 324 SA-6.....(9)235-9440
Meyers Marilyn A EA/J 4210.....23152
Meyerson Ellen L A/ISO 1921.....28760
Meysenburg Mary A PER/FCA/ARA 2336.....29731
Michal Edward J EUR/WE 5230.....20718
Michalo Suzanne INR/REC 8722.....22187
Michaud M Grace PPT/O/SID 358 SA-17...(9)523-4319
Michaud Michael A G EUR/NE 4513.....22622
Michaud Neil M/FSI 916 SA-3.....(9)235-8812
Michel James H L 6419.....25036
Mickens Henrietta D L/OES 6420.....21550
Middaugh Jacqueline W OES/NEC 4327A.....23730
Middleton Jennifer V E 7245.....24382
Middleton Stanley R PT/DA 3224.....28878
Miedzinski Hazel L FMAS/ESC 2258.....22348
Miele Wayne E T 7208.....28074
Mikulak Robert ACDA/MA/AT 5499.....23424
Mikulik Ann EUR/SE 5509.....23077
Mikulka Anne T NEA/EX/ADMIN 4247.....22605
Milam William B EB/IFD/OMA 4830.....20820
Milbourn Cynthia K S/S-EX 7517.....23223
Miles Cynthia R PPT 210 SA-17.....(9)523-4335
Miles Harry P OC/P B-528.....21268
Miles Louise V PER/PPM 4419.....25350
Miles Richard M EUR/EE 5217.....23655
Miles Saundra E CA/PPT/O 334 SA-17....(9)523-4315
Milhouse George E PPT 362 SA-17.....(9)523-4422
Millan William W INR 6531.....22249
Miller Aaron PA/HO 3100 SA-1.....22696
Miller Bowman H A/SY/CC/TAG 2435.....26308
Miller Bradford W EB/ORF/ICD/ISM 3535.....21487
Miller Charles W O/ISO/FADPC 1921.....27761
Miller Dorothy C M/FSI/PER 907 SA-3...(9)235-8806
Miller Dorothy J PER/FCA 2328.....28312
Miller Dudley W PER/REE 7314 SA-15....(9)235-9232
Miller Helen G NEA/AFN 5250.....22300
Miller Janice PPT 316 SA-17.....(9)523-4290
Miller John H IO/OIC 1428A.....21301
Miller Juliana ACDA 2318.....21877
Miller Lynne E S/CPR 1240.....21702
Miller Marlene A TRC 5828.....20307
Miller Morton P INR/PMT 6510.....28858
Miller Patricia A PA/M 6804A.....22408
Miller Richard T IO/IEP 5321.....21654
Miller Roger S A/ISO/FADPC 1921.....23500
Miller Ronald G A/BF/OF 7705 SA-15....(9)235-9288
Miller Shirley B INR/DDC/MP 6845.....29674
Miller Teri C IO/OIC 1428A.....22269
Miller Thomas J LS/SPS 5602 SA-15.....(9)235-1544
Miller Thomas J P 7240.....21574
Miller William D INR/REC/MAS 8666.....29759
Millett Suzette A/SY 2426.....24056
Mills Asbury E OC/PE-M 5435.....23430
Mills Charles N FAIM/IS 1239.....20420
Mills Delores A PPT 414 SA-17.....(9)523-4265
Mills Henry R EA/EX 4311.....20480
Mills Hester V A/SY/DIS 2426.....20614
Mills Leroy L MGT/EX 2810.....22092
Mills Mary V COMP/FO/FD 6804 SA-15....(9)235-9330
Milner James W ACDA/ISP/SA 4486.....27907
Milovanovic Gillian A OES/OFA 5806.....21727
Mims Pearl ACDA/ISP/SA 4923.....23535
Minatre Gary D OC/PE-PT SA-7.....78640
Minor Antoinette ARA/PAN 4913.....24962
Minor Charles J SY/OPS/T SA-7.....73510
Minor Gwendolyn E OES/SCT 4330.....23499
Minor Mamie PPT 232 SA-17.....(9)523-4408
Minter Elizabeth OC/T 5440.....23874
Misback Louis E INR/RAR 7534.....20584
Misenheimer William R A/ISO 19A16.....28641
Misey Edward G L/BAR 215 SA-6.....(9)235-9610
Mistach Edward C STP/T 1047.....28783
Mitchel Pamela L PPT 584 SA-17.....(9)523-4318

Mitchell Anna M PPT 360 SA-17.....(9)523-4267
Mitchell Betty N CA/EX/AP 1813.....26783
Mitchell Ethel K CA/VO 509 SA-2.....21972
Mitchell George R A/SY/CC 2435.....22412
Mitchell James M FMAS/GS B-229.....21012
Mitchell Jean T M/MED 2256.....29801
Mitchell Joelle L PM/NPP 7327.....21837
Mitchell Pamela L PPT 584 SA-17.....(9)235-4318
Mitchell Samual III PPT 584 SA-17.....(9)523-4245
Mitchell Warren S PER/REE 7600 SA-15..(9)235-1012
Mizell Louis R SY/CC/TAG 2435.....22412
Mobley Homer R CA/EX/AG 1813.....25730
Mobley Kenneth S M/COMP/CR 6314 SA-15.(9)235-9323
Modley Peter INR/OIL 6510.....20779
Modrak Joseph R A/OC/T 5440.....21640
Moeller Patricia A EB/OA/AVP 5535.....22439
Moffett James D PER/FCA/SO 2809.....21417
Moffitt William A ACDA/MA/IR 5919.....21874
Mohler Brian EB/OT/TA 3822.....22735
Molesky Susan EB/PAS 2833.....21548
Molina Juan Jose M/FSI 503 SA-3.....(9)235-8834
Molineaux Paul S/P-OF 7419.....28790
Molnar Pilar FMAS/LS 2204.....21351
Monier John S EB/IFD/ODF 2529A.....21243
Monroe Evangeline CA/SCS 4811.....25225
Monroe Frederick F INR/RGE 8742.....21988
Monroe Geneva M/MED 105 SA-3.....(9)235-8720
Monroe Joanne ARA/MEX 4258.....29365
Monroe Sally M ACDA/GC/CON 804 SA-6...(9)235-9798
Monroe Twana M M/MED 2911.....28691
Monsen Lucile E OC/EX 44A21.....29414
Monsour Annette M A/SY/PSI/FIPS 2422.....20836
Montenegro Valerie J LS 1212-A.....21102
Montgomery James M ACDA/WEC 5843.....29474
Montgomery Patricia J FAIM/IAP 1239.....29569
Montgomery Robert J EUR/RPE 6430.....20326
Monti Peter A WRDCO 801 SA-6.....(9)235-9614
Monti Suzanne R PA/PC/CM 5817.....28156
Monti Vincent J OC/T 5440.....27755
Montoya Dolores J EUR/CE 4232.....21484
Montville Joseph V INR/RNA/NE 4524A.....28403
Moody Arthur E OC/T 5440.....25106
Moody Kathleen IO/EX/OB 5333.....21017
Moon Richard B PER/PE 2803.....23412
Moore Alexis A S/IG/IS 2317.....20152
Moore Barbara J PER/MGT/PS 1329.....22098
Moore Carlos F J EB/ORF/FSE 3638.....20354
Moore Clyde R IBC 150 425 I St NW.....28058
Moore Gary A/SY/EX/RSB 2430.....20634
Moore Gloria J PA/PC 4831.....20919
Moore Gwendolyn E PPT 558 SA-17.....(9)523-4265
Moore James K A/SY/I/PVB 2418.....23186
Moore Janet A A/ISO 12A59.....22771
Moore Loretta STP/TO 1244.....21491
Moore Mary E BF/FS/WFC 7705 SA-15.....(9)235-9381
Moore Mary Frances AG/EX 410 SA-16....(9)235-9711
Moore Michele T PPT 358 SA-17.....(9)523-4319
Moore Pamela H A/EX/PMD 1873.....25908
Moore Vincent R CA/PPT 5805A.....20142
Moore William H FAIM/PS 1758-D.....29570
Moore William H PM/ISO 7321.....21027
Moose Richard M AF 6234A.....22530
Moran Ann V P 7240.....21574
Moran Armenta C PPT 414 SA-17.....(9)523-4266
Moran Charles V A/FBO 327 SA-6.....(9)235-9490
Moran David R EB/OT/GCP 3830.....20869
Moran James B EA/EX 4311.....20826
Moran Jane C PPT 210 SA-17.....(9)523-4335
Moran William H STP/P 528 SA-6.....(9)235-9541
Morefield Gladys A OC/S 6442.....23157
Morelli Leonard R WRDCO 801 SA-6.....(9)235-9614
Morelli Peter N SY/WFO 4001 SA-15.....(9)235-9346
Morford Richard A EA/EP 4206.....24835
Morgan Elva G S 7228.....24910
Morgan Jane F CA/OCS 4800.....23816
Morgan Raecarol CA/VO/F/S 823 SA-2.....21917
Morgan Robert Jr OC/P B-528.....20388
Morgan Thomas J IO 6323.....22468
Mori Ichiro A/FBO/BDC 327 SA-6.....(9)235-9485
Morin Erick OC/PE-M 5435.....23430
Morin Laurent E A/CDC 1239.....23209
Morlet Barbara W INR/XR 432 SA-6.....(9)235-8079
Morley Robert B ARA/PPC 6913.....20296
Mornu Alain L P M/FSI 527 D SA-3.....(9)235-8831
Morris Diana E M/FSI 8e0 SA-3.....(9)235-9563
Morris Dianne E PER/FCA/JO 2429A.....27691
Morris Edward J OPR/STP SA-7.....78995
Morris George H OC/P B-528.....21305
Morris Lucille AF/EPS 5242A.....22591
Morris Marie E S/S-S 7241.....20318
Morrison Jerome W A/FBO 327G SA-6.....(9)235-9489
Morrison Lawrence A Cdr S/S-O 7516.....20564
Morrison Robert E ACDA/D/IS 6510A.....20224
Morrissey Arthur C INR/STA 6524A.....28230
Morritz Robin J M/FSI/PER 907 SA-3....(9)235-8806
Morrow Russell ARA/EX/FM 3260.....22740
Morse Chauncey L RP 7532.....21657
Morse Edward L E 7250.....29332
Morse John E FAIM/IS 1239.....23524
Morse Leigh A EUR/RPE 6428D.....20533
Morse Ronald A INR/REA/NA 8840.....20510
Morton Denise PPT 210 SA-17.....(9)523-4335
Morton Elaine L S/P 7330.....21494
Morton James H H 7251.....29532
Morton Joe D SY/PRS/SD 2519.....23914
Morton Joe H A/SY/I 2418.....23187
Morton Lucille S/P 7316.....28981
Morton Nancy E FAIM/PS 1758.....28662
Morton Patricia A A/SY/DASS/P&T 2513.....21032
Moses Helen M ACDA/ISP/REG 4494.....23635
Moses Martha J M/COMP/FS 1801.....21395
Mosher Robert A INR/OIS/CIS 6510-A.....20808
Moskowitz Sam S/IG/IS 6821.....20152
Mosley F Susan AF/E 5240.....20857
Moss Bonnie L PM/MC 800 SA-6.....(9)235-9761
Moss Carey IO/OIC 1428A.....20807
Moss Frank E S/R 7526.....28472
Moss James A M/COMP/BP/RC 1129A.....20961
Moss Jane A A/SY/DIS 2426.....24056
Moss L A OPR/STP 532 SA-6.....(9)235-9512
Mossellem Jane S 7226.....29572
Mossellem Thomas E IO/OIC 1428A.....27436
Mosser Lillian Y IO/EX 6323.....29326
Mosser Lizabeth L FAIM/PS 1843.....21068
Motch Joan F OPR/FAIM 1239.....23010
Mott Candace OES/EX 7825.....22309

Mount Day O A/EX 3420.....25376
Mount Gay W PER/MGT/HRM 2137.....28934
Mowle Susan M AF/C 4246.....20996
Moyer Shelia K BF/FS 6604 SA-15.....(9)235-9318
Mudd Donald INM 7336.....23735
Mudd George P PER/PCE/PE 2139.....28108
Mudd Mary A OC/T/MPI 5440.....20595
Mueller Anita E S/S-S 7241.....21522
Mueller Claire S/S 7224.....28448
Mueller Richard W EB/ITP/EWT 3815.....21508
Muenzer Ofelia D IO 6323.....29600
Mukai Tom OC/N 4420.....23868
Mullen Anne E OC/S 6442.....22008
Muller George F T 7208.....20410
Mullican William R PER/PPM 4419.....25350
Mulligan J Patrick NEA/PAB 5247.....29823
Mullin John J ARA/PAN 4913.....24985
Mullin Lillian P S/IG/IS 2317.....20152
Mullin Sofia R M/MED 2260.....23595
Mundy Helen L DB/MED 2313.....29546
Munro Glenn A M/MO 7529.....23050
Munsey Bernice M/FLO 1216A.....23178
Munson Sharon ACDA/A/BF 804 SA-6.....(9)235-9788
Munson Sheila E FAIM/PS 1758.....28662
Murdock George PPT 414 SA-17.....(9)523-4263
Murdock Vivian D OPR/STP 535 SA-6.....(9)235-9530
Muromcew Cyril FMAS/LS 2212.....23492
Murphey William M ACDA/NP/NE 4953.....20613
Murphy A Craig ARA/PAN 4913.....24986
Murphy Barbara M NEA/RA 5254A.....23041
Murphy Bernard C CMC 7310.....22255
Murphy Dennis P INR/REC/RED 8732.....29348
Murphy Donna J CA/VO/P/C 713 SA-2.....21904
Murphy Edward G PER/G 6217.....22825
Murphy James OPR/STP 535 SA-6.....(9)235-9547
Murphy Jerry D OC/P B-528.....22167
Murphy John C SY/I/WFO 4th fl SA-15...(9)235-1737
Murphy John H ACDA/A 5730.....20931
Murphy John T BIB 430 Exec.....(9)254-8040
Murphy Matthew ACDA/WEC/DI 5741.....20690
Murphy Maureen A/FBO/IDF 324 SA-6.....(9)235-9440
Murphy Paul F Jr FAIM/RM 1239.....28806
Murphy Peter K CA 6811.....22261
Murphy Raphael R A/FBO 305 SA-6.....(9)235-9481
Murphy Sharon M/COMP/BP/FP 1331.....20922
Murphy Thomas M FAIM/IAP 1239.....29569
Murray Blair L PM/DCA 7424.....29092
Murray Christine PA/PP 5831.....25380
Murray James C CA/PPT/O/SIC 334 SA-17.(9)523-4315
Murray MaryAlice PPT/O/SID 358 SA-17..(9)523-4319
Murray Richard W M 7810.....27759
Murray Thomas F Jr OC/T 5440.....20595
Murrell Lena G INR/REC/CDC 8444.....21187
Murtaugh Donald C FAIM/IS 1239.....20420
Murtha John A S/IG 2317.....20152
Muse Debra A S/CPR 1237.....22653
Musgrove Doris A EB/ITP/EWT 3815.....20444
Musser Maclyn H A/SY/T 3810A.....20914
Myers Debra A OPR/STP S 535 SA-6.....(9)235-9586
Myers Juste D A/SY/OPS/T B240.....29741
Myers Robert C STP/TO 1244.....22587
Myers Robert P Jr PER 2417A.....29776
Myers W Kendall M/FSI 402 SA-13.....(9)235-8836
Myles Stanley T EB/TRA/OA 5830.....23025
Mylko Yuriy M/FSI/SLS 700 SA-3.....(9)235-1521
Mynatt Arvid P 7240.....20356
Mynsberge Maurice OC/T 5440.....21641

N

Naatjes Dale M SY/T/WSB SA-7.....73510
Nader Carolyn S PPT 262 SA-17.....(9)523-4242
Nagel James C SY/PRS/SD 2519.....23914
Nagrodzki Thaddeus M M/FSI 300 SA-3...(9)235-8717
Nagy Ernest A S/IG/IS 2317.....20152
Naleid Jerome F Col ACDA 5743.....20690
Nall David PA/Press 2109.....22492
Nalle Kenneth D PPT/S/PC 386 SA-17....(9)523-4327
Nance Lucretia M STP/TO 1244.....23716
Nape Mary Ann STP/TO 1244.....22588
Napier Jane E ACDA 4498.....20732
Nary William R ACDA/PA 401 SA-6.....(9)235-9560
Nash Janet P L/T 5420.....21345
Nash Marian L L 6422.....22628
Natale Richard J OPR/STP 7958 SA-7.....78995
Nathan Marie A FD/P 6701 SA-15.....(9)235-9384
Nathan Victoria A PA/PP 5825.....22234
Naumann Madeline D INR/DDC/OIL 8646.....20970
Naylor Martha C OC/T 5440-G.....23418
Nayor Michael EB/ITP/OT/STA 3531A.....20889
Neal Gwendolyn B CA/OCS/EMR 4811.....25238
Neal Janice M EB/CTA/OCA 3334.....22181
Neal Jayetta J CA/EX/AP 1813.....26783
Neely Douglas A SY/PRS/SD 2519.....23914
Neft Robert A FAIM/IAP 1239.....28484
Neher Leonardo PER/REE/BEX 700 SA-15..(9)235-9393
Neher Susan E A/ISO 1920G.....20400
Neidle Alan F ACDA/MA 5499.....22744
Neilson T Stewart RP 422 SA-2.....22815
Neitzke Ronald J S/P 7419.....28994
Nelsen Leoni P A/SY/RSB 2426.....20707
Nelson Cleora L PER/ES/RET 1251.....23342
Nelson Deborah M A/ALS 501 SA-6.....(9)235-9466
Nelson Dorothy E OC/T 5440 G.....23418
Nelson Emita L PA/HO 3100 SA-1.....28888
Nelson Frank PER/PMS/PA 2334A.....22055
Nelson Jean M SY/PRS 2530.....23899
Nelson Robert K INR/REC/CDC 8448.....21176
Nelson Theodore C OES/CP 4535.....22233
Nesbitt Brenda T OC/T 5440.....21640
Nesci Franklin J WRDCO 801 SA-6.....(9)235-9614
Nestel Marguerite L INR/REC/CER 8662.....29770
Nesvig John L EB/TRA/AN 5531.....20587
Nethercut Richard D INR/REA 8840.....20510
Neuhart Betty D OICR/ALP/ITA 7721 Com BG....20623
Neumann Ronald E NEA/ARN 6250A.....20791
Neverson Pamela E PPT 414 SA-17.....(9)523-2384
New Jo Ann EB/ORF/FSE 3638.....20354
Newberry Daniel O A/CDC/SR B-234.....28799
Newcomer Thomas R CA/CCS/EUR 4817.....23712
Newell Michael A/EX 3424.....28920
Newhouse John ACDA/ISP 4498.....23612
Newkirk Ethel M ARA/CAR 3242.....28451
Newlin Michael H IO 6323.....29602
Newman Jane IO/TRC 4806.....27931
Newmaster Herbert R CA/VO/P/D 600 SA-2.....21970

News Letter 4515.....22019
Newsom David D P 7240.....22471
Newton Creola M L/EX 5425.....24896
Ng Fay J OES/ENH 7820.....29266
Nguyen Hoach V RP 500 SA-2.....27770
Nice Jeremy NEA/EX 4243.....20300
Niceley Glenn E OC/PE-PT 1308 SA-7....(9)557-8640
Nicholas Margaret J D 7220.....29642
Nicholas Mary C M/MED 2237.....23606
Nichols Judith S A/OC 44A26.....21002
Nichols Philip V K A/ISO 12B64.....22693
Nicholson Deatrice T PM/EX 7320.....20202
Nicholson LaVetta ACDA/WEC 435 SA-6...(9)235-9882
Nicholson Marc E PM/DCA 7424.....27972
Nicholson Robert P A/SY/PSI/I/PVB 2418.....23185
Nicholson Sheena ACDA/A/PER 5720.....22035
Nickell Lehman P FMAS/CL 1890.(9)566-1600/Ext5627
Nickels David K INR/RMP/SF 6524A.....28230
Nickens Monica L PPT 730 SA-17.....(9)523-4373
Nickles Julie A IO/DHP 5327.....21108
Nicolai Amanda CA/FS 2328.....28312
Nida Marian ACDA/NP 4930.....23466
Niebel Harold H A/ISO 12B60A.....22652
Niedzielak Walter J OC/P B528.....22936
Niemela Lauri J INR/MP 6635.....21079
Nightlinger Harold J INT/L 2442-A.....20891
Nikl Emma L A/ALS 501 SA-6.....(9)235-9521
Niles Thomas M T EUR/CE 4232.....21484
Nimetz Matthew T 7208.....20410
Nix John U IO/UNP 6332.....20513
Noaks Shirley N FAIM/PS 1659.....28682
Nobbe Richard K IO/UCS 515 SA-2.....22770
Noble Stephen V OES 7828.....23526
Nodzon Robert J A/ISO 1920C.....20060
Nolan Jane ACDA/WEC/SI 5846.....29243
Noonan Denis P M/MED 2913.....23527
Noonan Winifred R FMAS/GS 1493.....21666
Nordstrom Janet AS/P 7316.....27771
Norfleet Rebecca EUR/EE 5221.....23191
Noring Nina J PA/HO 3100 SA-1.....22058
Norlem Shirley A M/COMP/EX 1328.....20922
Norred Christopher ARA/ECP 3234.....22346
Norris Chester E IO/DHP 5327.....21544
Norris Emma M PPT 414 SA-17.....(9)523-4265
Norris Raymond L OC/PE-T 1308 SA-7.....78640
Norton David C INR/RWE 4643.....26952
Norton Jane A/OS 234 SA-6.....(9)235-9600
Nosenzo Louis V OES/N 7831.....24360
Notheis Walter M A/FBO 312 SA-6.....(9)235-9495
Novak Fayeann M/FSI 1200 SA-3.....(9)235-8759
Novak Irene A PA/PC/SPS 4827A.....20677
Novodvorsky Nyda EUR/RPE 6517.....28223
Noyes William R PPT/O/SID 358 SA-17...(9)523-4319
Nozze Richard UNESCO 500 SA-2.....22770
Noziglia Edward P A/CDC 1239.....23209
Nue Homer R PER/MGT/RMR 1609.....23382
Nuernberger Robert J SY/I/WFO SA-15...(9)235-9345
Nurick Robert C ACDA/ISP/REG 4494.....27439

O

Oakley Phyllis E ARA/PPC 6915.....23722
Oakley Robert B EA 6208.....23368
Oates Lester L CA/EX/R 1813.....29180
Obenstine Robert L A/ISO/FADPC 1920C.....20060
Oberholtzer Benjamin C A/SY/PRS 2519.....23914
Obolensky Alexis N FMAS/LS 2208.....22018
O'Brien Emmett A/OC/TR 2130.....21584
O'Brien Joan EB/ICD/CPD 3537.....20306
O'Brien Mary T NEA/EX 4249-A.....23269
O'Brien Robert P A/SY/I 4th fl SA-15..(9)235-9358
O'Bryant Tonia M PPT 210 SA-17.....(9)523-4335
Obst Harry FMAS/LS 2204.....21415
O'Connell Hilda S FAIM/IS 2813.....20406
O'Connell Jerome T M/MED 2916.....28087
O'Connor Lawrence L STP/S 535 SA-6....(9)235-9630
Odell Deborah M FAIM/IS 1239.....20425
Odell Harry I REE/BEX 7314 SA-15.....(9)235-2169
Odom H Edward CA/CCS/EA 4817.....23675
O'Donnell Edward S/P 7311.....22972
O'Donohue Daniel A PM 7317.....23302
O'Flinn Rita ACDA/A/PER 5720.....21141
Ogden Jerome S EA/PRCM 4318A.....22656
Ogden Geoffrey PER/FCA/TL 26A07.....23308
Ogden Richard M EB/ORF/ICD/ISM 3531.....21459
Ogg George W INR/REC/CDC 8448A.....20453
Ojala S Elaine S/S-O 7516.....22466
Okada Thomas M D/LOS 4321.....20041
O'Kane Eileen H CA/OCS/EMR 4805.....25225
O'Kane John J III CA/OCS/CCS/ARA 4817.....23539
Okarmus Margaret J A/FBO 321 SA-6.....(9)235-2812
O'Keefe Mary T EUR/RPE 6428D.....20484
Okrend Steven H ACDA/GC/C 8 SA-6.....(9)235-8248
Olaghere Maria J AF/EX/PMO 3513.....21446
Olenik Joseph E CA/VO/F 800 SA-2.....23369
Oleszycki Charles R ACDA/GC 5534.....20760
Oliphant Beverly A M/MED 2906.....23552
Olive David EB 6826.....21644
Oliver Joan R PPT 232 SA-17.....(9)523-4343
Oliver Margaret A PPT 414 SA-17.....(9)523-4264
Oliver Ollie OC/T 5440.....29554
Oliver Stephen D A/ISO/FADPC 1921.....20194
Olmon E Parks OPR/STP 1048-A.....22988
Olmsted Mary S A/CDC 1239.....23209
Olsen Edward A INR/REA 8840.....27363
Olson Clinton L A/CDC 1239.....23209
Olson Leona M INR/OIL 8667.....20387
Olson Oscar J Jr M/MO 7533.....24509
Olson Peter M L/OES 6418C.....22282
Olson Russell E S/IG/IS 2317.....20152
Olson V Edward OES/ENH 7820.....29169
O'Mara Martin J OB/RME 1331.....23033
O'Neal Lourecka V PPT 362 SA-17.....(9)523-4427
O'Neil Kevin SY/PSI/WFO 4th Fl SA-15..(9)235-9361
O'Neill John J EB/TCA/TD 5824.....23405
O'Neill Rosemary D NEA/EGY 6251.....23003
Onley Sarah E PPT 260 SA-17.....(9)523-4259
Onufrak Gary A H 7258.....28794
Oocumma Fay ACDA/NP/NX 4931.....22010
Oosthoek Hebriena PPT 302 SA-17.....(9)523-4230
Oplinger Betty Lou H 7251.....28729
Oppenheim Charles W CA/VO/F/I 811 SA-2.....21998
Oraby Janet M FAIM/IAP 1239.....29265
Orange Sharon K A/EX/PMD 1880.....23232
Orlando Jack P EB/IFD/OIA 2533A.....21717
Ornburn Russell F OC/PE-R 2317 SA-7.....79384

Orndorff Janet R PER/MGT/AS 2131.....28908
O'Rourke Beverly A IJC 203 1717 H St NW.....29457
O'Rourke William H Jr A/SY/PRS 2530.....23899
Orozco Cristobal R A/FBO 326 SA-6.....(9)235-1730
Orr Jessie I IO/UNESCO 4336.....20917
Orzell Kenneth R A/SY/I 2418.....20408
Osborn Rena L FAIM/DIR B-266.....27969
Osborn Ronald E COMP/FO/WFC 7705 SA-15(9)235-9381
Osborne Shirley P PPT/S/PG 552 SA-17..(9)523-4300
O'Shaughnessy Helene S/FSG 430 SA-6...(9)235-9871
O'Shea Marie F A/SY/MGT/DIS 2426.....23897
Osterman Andrew EA/EP 4206.....24835
Ostrander Nancy PER/FCA/SO 2809.....22238
Ostroff David S/S-O 7516.....21512
Otero Maria L EUR/SOV 4219.....28720
Otis Terrell R EA/T 5206D.....20978
Ott Dianne L FS/FD/V 6713 SA-15.....(9)235-9274
Ottwiller Robert F A/SY 4th Fl SA-15..(9)235-9357
Oudsteyn Sylvia C NEA/EX/PMO 4243.....22007
Overly James E AF/C 4246.....20725
Overmyer Allen R S/S-S 7241.....28338
Owen Charles S CA/PPT 5813.....22836
Owen Henry D S/AO 351 EOB.....(9)395-5694
Owen M Elizabeth IO/M/BA 5336.....21045
Owen Roberts B L 6425.....29598
Owen William B REE/BEX 7314 SA-15.....(9)235-9389
Owens Jeanetta A ACDA/A/BF 804 SA-6...(9)235-9787
Owens John P REE/EXAM/BEX 7314 SA-15..(9)235-9231
Owens Michael P PM/SSP 7325.....25097
Oxner Linda M CA/EX/A 1803.....26455
Oyen Robert E OC/PE-R 1402 SA-7.....72216
Oyster Dale E ACDA/NP 804 SA-6.....(9)235-9798
Ozburn Matthew ACDA/A/CS 5672.....23645
Ozier Margie L A/EX/PMD 1879.....26597
Ozzello James OES/SAT 4333.....22425

P

Paarlberg Don NEA/INS 5251.....20653
Pabst David A PM/7317.....20620
Pace Jerry R OC/PE SA-7.....(9)557-9500
Pace Robert S EUR/RPM 6229.....22097
Pace Rosa D PA/PRESS 2109.....22492
Pace Travis R OC/P B-528.....20388
Pachon Consuelo S/MEX 7509.....20390
Paciorka Joseph J Jr PER/FCA/A/C&R 2807.....28136
Padelford Edward A PM/DOD 4E469 Pent..(9)697-0774
Padgett Gary W EB/ORF/FSE 3524A.....26540
Padgett Patricia L COMP/FD 6520 SA-15.(9)235-9240
Padilla Joan D FMAS/CL 1873.....21926
Pado Joseph C OC/T 5440.....21640
Padovano Kathleen M L/PIL 5429.....28135
Paes Ned Z OC/PE SA-7.....79520
Page Clarence N Jr EUR/EX 5428.....23398
Page Russell O FAIM/IS B-242.....23532
Pagin Renzo REC/BEX 7314 SA-15.....(9)235-9225
Paige Georgeana B PPT/S/PS 302 SA-17..(9)523-4230
Paige Geraldine ACDA/MA/IR 5499.....27909
Paige Leonard L M/FSI 912 SA-3.....(9)235-8789
Pajak Roger F ACDA/WEC/ATD 435 SA-6...(9)235-1062
Palazzolo M Dell EB/ORF/ISM 3531.....21486
Palcic Lillian IO/EX/OB 5333.....21016
Palcic Thomas A FAIM/IAP 1239.....29265
Palmer Adrian B OC/P B-528.....21090
Palmer Alison IO 1208.....26549
Palmer David S M/FSI 402-B SA-3.....(9)235-8726
Palmer Gwendolyn M CA/PPT 5805A.....22807
Palmer Mark PM/DCA 7424.....21862
Palmer Stephen E Jr NEA/RA 4224.....20503
Palmer Ronald D M/DGP/PER 6216.....29438
Palmer-Royston Sharon E CA/PPT 5813.....23728
Palmieri Victor H S/R 7526.....23964
Pannell Dorian F A/ISO/FADPC 1478A.....25369
Paolozzi Thomas F OC/T 5440.....24733
Papach Pamela J EUR/SOV 4223.....29370
Pappas Evelyn D PA/EX 6805.....22408
Parker Alan EUR/RPE 6428D.....20315
Parker Amelia IO 6334A.....20274
Parker Elijah OC/P B-528.....23601
Parker Frank S EB/IFD/OMA 4830.....21116
Parker John A EA/PRC/M 4318A.....21436
Parker Melvin A S/S-I 7241.....23836
Parker Otha L OC/PE-M 1315 SA-7.....79533
Parker Patricia A PPT 210 SA-17.....(9)523-4435
Parker Santa W INR/OD 6531.....20342
Parker Susan S COMP/FO/FD 6701 SA-15..(9)235-1266
Parker Suzanne EB/ORF/ICD 3529.....27952
Parker Thomas Jr OES/ENR 7819.....23367
Parker William W Jr M/MED 2913.....23527
Parks Mary L M/COMP/FO/AD 4705 SA-15..(9)235-9257
Parks William A FAIM/IAP 1239.....22651
Parr Ross C EA/RA/TC 5310.....27710
Parris Mark R EUR/SOV 4225.....21671
Parrott Kathleen B A/EX/PMD 1886.....23232
Parrotte Willis S/CPR Blair House.....29825
Parsons Edmund M EB/ORF/OFP/FPG 3427.....20563
Parsons Gordon E A/OS 234 SA-6.....(9)235-1763
Parsons Wilbur M OC/PE-PT 1308 SA-7.....78641
Paschall Mary E FAIM/IAP 1239.....20769
Pascoe Margaret H PA/EX 6805.....21023
Pasek Michael S FAIM/IS 1239.....20420
Paskus Mary K S/CPR 1238.....20256
Passage David D PA/Press 2109.....22492
Passero Ronald P ACDA/A/BF 804 SA-6...(9)235-9788
Passmore Eugene T FMAS/GS B-229.....21672
Pastorino Robert S ARA/MEX 4258.....29292
Patch Lonnie J INR/XR 6842.....20526
Patin Terry M H 7251.....21882
Patten Patsy J EB/CTA/TD 5824.....22593
Patterson David R EB/ITP/OT/TA 3822.....21719
Patterson Kerren A FMAS/LS 2212.....23492
Patterson Mildred A S/S-O 7516.....21512
Patterson Sue H CA/VO 815 SA-2.....22922
Patton John R INR/REC/MAS 8732.....27670
Pattridge Peter IO/M/IR 5332.....21525
Paulson Ronald E A/SY/T B-240.....29741
Pavilon Helen L CA/VO/P/I 813 SA-2.....21907
Pavoni John J Jr EA 6206.....20777
Payne James T S/CPR 1238.....20255
Payne Susan N SY-WFO 4th Fl SA-15.....(9)235-9345
Payne Suzanne P EA 6209.....20264
Payne Valinda J CA/VO/P/D 600 SA-2.....22939
Payne Wendell C OC/T 5440.....20595
Pazuros Nicholas C SY/EX 2509.....21596
Pea Juanita B FMAS/CL 1873.....22888

Peake Eddie OC/P B-528.....28350
Peale Samuel R NEA/EGY 6251.....21169
Pearson Catherine D CA/VO/P/IW 710 SA-2.....21963
Pearson Deborah A PA/FOI 2811.....23810
Pearson William R EA 6209.....20777
Pease Charles R OC/PE-M/T 1315 SA-7.....79533
Peay T Michael IO/UNA 7511.....28344
Pech Dorothy NEA/ARN 6250A.....21019
Peck Robert A NEA/PAB 5247.....20353
Pectol Sandra R EB/CTA/TD 5824.....22593
Pedonti Charles ARA/EX 3260.....29237
Pegram William L FMAS/VS B-258.....21634
Pelczynski Casper J A/SY/I 3810A.....20548
Pelletreau Nancy L CA/OSC/EMR 4807.....25225
Pelon A Terry EB/TRA/MA 5826.....20704
Pelton Eleanor R INR/RNA/SOA 4636.....28423
Pemberton Janice H PER/MGT/AS 2131.....28908
Pendergrass Dewey S/S-O 7516.....21530
Penn William D A/SY/PRS/DD 2519.....23914
Pennix Eleanor V PPT 362 SA-17.....(9)523-4422
Pennix Horace D FAIM/PS 1758.....29570
Penny Bernard M/FSI 3322 SA-15.....(9)235-1524
Pensabene Mary J C 7256.....27449
Pentecost Jarvis P A/SY/E/ESB 2424.....23108
Peoples Vivian I ARA/EX/ADM 3260.....21695
Perce Louise AAG/W 535 SA-14.....(9)235-9084
Perchell Theodore D OC/P B528.....22167
Percival Bronson E OES/PAS 3536.....22765
Perdew John F A/SY/OPS/T 3810A.....20914
Perez Frank H D/CT 2238.....28541
Perez Jorge FMAS/LS 2208.....23476
Perez Pearline T OC/P 44A33.....21576
Perito Robert M EUR/SOV 4225.....29807
Perkins Betty S FMAS/LS 2208.....20582
Perkins Linda B PPT 414 SA-17.....(9)523-4265
Perkins Tracey T EA/EX 6310A.....20659
Perlow Howard T S/S-O 7516.....21530
Pernell Delores H L 6417.....20644
Pernick Irwin PM/SAS 7418.....27769
Perreault Emily A ARA/RPP 5911.....22342
Perry Arline M EA/RA 4312.....21200
Perry Ben Jr OC/T 5440.....23455
Perry C Richard SY/T/WSB 7947 SA-7....(9)557-3510
Perry Gametta D COMP/FO/AD 4705 SA-15.(9)235-9250
Perry John M A/CDC 1239.....23209
Perry Kathi R BF/FS/WFC 7705 SA-15....(9)235-9381
Perry Madeline J REE/REC 2815.....20581
Perry Pauline W OC/P B-528.....20882
Perry Priscilla R OES/OPA 5801.....23262
Persinger Martha J A/FBO/IDF 324 SA-6.(9)235-9440
Person Lois F PPT 362 SA-17.....(9)523-4427
Peruzzi Rita L OC/T 5440.....21640
Pesce Phyllis E M/MO 7527.....22355
Peters Lee M BF 1331.....23834
Peters William G FAIM/PS B-888.....21087
Petersen Neal H PA/HO 3100 SA-1.....28766
Petersen Ramona AF/EX/PMO 3513.....23720
Peterson Geraldine H M/MED 2909.....26488
Peterson John D INR/PMT 6510.....27314
Peterson Lynn N Jr CA/PPT 4817.....23220
Peterson Marion R FAIM/DIR B266.....23603
Peterson Willia M FMAS/LS 2214A.....21466
Petrich Donna J H 7261.....28774
Petrino Mary A FAIM/IS 1239.....28459
Petrosky Anita EA/P 4207.....22527
Pettaway Joanne M INR/RMP/NS 6524A.....23873
Pettengill Rosalee June CA 4235 SA-17.....29786
Pettinga Frank L M/MED 2906.....22416
Pettit Thomas A IO/OIC 1428A.....21582
Pfeffer Gaye L OC/P B-528.....21090
Pfeiffer Robert EA/RA 4312.....23697
Pfeifle Linda M PM/SAS 7418.....23564
Pfund Peter H. L/PIL 5429.....28134
Phelps Homer ACDA/ISP/REG 4487.....29009
Philbert Marjorie P S/SLG 7815.....20969
Philbrook Alfred L A/SY/SAS 2236.....21040
Phillips Ethel L A/OC 44A20.....29824
Phillips Frances M PER/FCA 2822.....22635
Phillips Randolph S INR/OIS/TC 6510-A.....20884
Phillips Ruth H EB/CTA 3336.....21498
Phipps Julia F S/S-EX 7517.....22426
Phlipot Constance A T 7208.....28075
Phoenix Gloria T M/MED 2237.....23606
Phroneberger Richard P PER/MGT/RMR 1609.....23382
Pianka Kathleen A A/SY/FIPS 2422.....20941
Picard Chester A OC/T 5440.....21642
Picard Mary L A/EX/FMD 3420.....29414
Picard Michelle H INR/RGE 8749.....22156
Picard Percy Jr OC/PE-L 1305 SA-7.....(9)557-1416
Pickering Laurence G A/CDC 1239.....23209
Pickering Thomas R OES 7831.....21554
Pickett Mae F INR/RNA/SOA 4636.....28423
Piechowicz Irene C EUR/P 5229.....20547
Pieczenik Steve R M/DAS 7810.....20384
Pierce Albert C ACDA/PA 5443.....22048
Pierce David C EB/IFD/ODF 2529A.....20958
Pierce Ernestine M M/COMP 1328.....27492
Pierce Irene C OICR/ALP/ITA 7725 Com.....21132
Pierce James III INR/OIS/DCB 6510-A.....21425
Pijor Kristina A A 6316.....21728
Pikus Irwin M OES/SAT 4333.....22432
Pilkauskas Paul P EB/ORF/TRP 3421.....21490
Pilla Steven EB/TCA/MA 5826.....20705
Pinckney Charles M OC/P B-528.....20388
Pinkerton Hazel I DGP/PER 6218.....25152
Pinkney Anne S/IG/IS 2317.....20152
Piper Larry G S/S-EX 7517.....20982
Piper W Stephen EB/TCA/OA 5830.....24668
Pitman George ACDA/ISP/SA 4923.....27903
Pittarelli Patricia M INM 7331.....24880
Pittarelli Rachel S CA/VO/P/IC 813 SA-2.....21907
Pittman Carolyn J OES/EX 7821.....22309
Pittman Susan R PA/PRESS 2109.....22492
Pitts Cornelius Jr STP/P 528 SA-6.....(9)235-1773
Pitts John L EB/ORF/OFP/FPG 3427.....21125
Pitts Sarah S PER/MGT/HRM 2137.....28934
Pitts-Malone Sandra L PA/PC/CMD 5819A.....20921
Planty Donald J H 7251.....29530
Platig E Raymond INR/XR 6842.....21342
Platt Alan ACDA/WEC/ATD 5847.....21878
Platt Carole B PA/PC/CM 5821.....21299
Platt Nicholas PM/DE 4E827 Pentagon...(9)697-2307
Pleasant Lillian EUR/NE 4513.....21723
Pleasants Rita F L/T 5420.....21440
Pletcher Patrick FMAS/VS B-258.....21634
Plischke Margarete E M/FSI 712 SA-3...(9)235-8821

Ploss Sidney I INR/RSE/SI 4844.....29186
Plotsky Allison PA/PC 5819A.....21393
Plotz Richard C OC/PE-FI 2402 SA-7.....79500
Pluchino Angela ACDA/WEC/DI 5741.....20711
Pluchinsky Dennis A A/SY/CC/TAG 2435.....23317
Plunkett Alice C PER/CCA 2421.....27151
Poe Loreen H ACDA/PA 4936.....26170
Poeraatmadja Andang M/FSI 5602 SA-15..(9)235-1544
Pogar Michi M PPT 210 SA-17.....(9)523-4335
Poindexter Deloise L A/CDC 1239.....28547
Poindexter Shirley BF/FS 6507 SA-15...(9)235-9286
Poindexter William N Jr CA/EX/AG 1813.....25730
Poindexter Willie D PPT/S 552 SA-17...(9)523-4368
Polik Lorraine W IO/DHP 5327.....20627
Pollack Herbert M/MED 4253.....26923
Pollak Harry H S/IL 4234.....23662
Pollard Barbara A FAIM/PS B847A.....20874
Pollard Frederick D A/OS 234 SA6.....(9)235-9600
Pollard Mary L M/COMP/FS 1801.....23416
Pollard Nathaniel M/COMP/FO 6205 SA-15(9)235-9264
Polley Chester F EB/EX 6820.....20534
Pollin Pierre H FMAS/LS 2208.....27752
Polsemen Sharon R EA/EP 4206.....24835
Pometto Paul P II FMAS/LS 2212A.....21102
Ponce Antoinette M M/MO 7527.....20329
Ponder Mary E PPT 210 SA-17.....(9)523-4376
Pool Rosanne PPT 232 SA-17.....(9)523-4408
Poole Carol J PER/ES/RET 1251.....23300
Poole Ernest L FAIM/PS 1758.....29570
Poole Geraldine P S/SLG 7815.....20968
Poole Rachel H OPR/STP/S SA-7.....78995
Pope Cecil A INR/OIS/TC 6510.....20884
Pope Hassie F S/CPR 1238.....22663
Pope James ACDA/PA 5443.....26322
Pope Laurence E IO/UNP 6332.....20512
Popper Francis X IBC 150 425 I St NW.....28058
Porpotage Dora J PER/FCA/EUR 26A11.....22833
Porro James E PPT 700 SA-17.....(9)523-4248
Porson Sophia K FMAS/LS 2206.....21133
Porter Blaine D EA/K 5315.....27717
Porter Lee EUR/RPM 6225.....28051
Porter Leonard J A/ISO 1921.....27982
Porter Ralph C III EUR/CE 4232.....22005
Porter Shirley A M/COMP/FO 6114 SA-15.(9)235-2482
Posch Scotty I EA/EX 4313.....23102
Possanza Louis M SY/PRS/SD 2519.....23914
Posz Gary S CA/FS/ARA 2336.....29731
Poth Diane L S/PRS 2109.....22492
Poticher Gladys I FAIM/DIR B266.....27968
Poussevin Jacqueline B FMAS/LS 2208.....21351
Powell Barbara H EUR 6226.....29626
Powell Betty J ARA/EX 3260.....24706
Powell David R STP/S 535 SA-6.....(9)235-9547
Powell Eula Mae PER/CCA 2421.....23352
Powell Helen E PER/PPM 4419.....25350
Powell Jo Ellen M/FSI/PER 907 SA-3....(9)235-8806
Powell Michael BF/FS/AD/RR 4705 SA-15.(9)235-9242
Powell Rose M ACDA/NP/NX 4931.....28651
Powell Shirely T ARA/AND 5906.....29283
Powell Tonya M PPT 414 SA-17.....(9)523-4265
Powers Elizabeth RP 500 SA-2.....23665
Powers Lewis L OC/P B-528.....21091,28350
Powers Marlene L PA/OAP 5815A.....22634
Powers Phyllis M M/MED 2906.....22198
Poyma Patricia A FMAS/VS B-258.....21634
Poyner Pamela P PPT 414 SA-17.....(9)523-4265
Prather Barbara B PER/PE 2803.....23412
Pratt Elizabeth J OPR/STP SA-7.....78995
Pratt Frank M A/ALS 502 SA-6.....(9)235-9620
Pratt Norman K CDC 1239.....22846
Precht Henry NEA/IRN 5246A.....20313
Preloh Cynthia H A/OS 234 SA-6.....(9)235-1763
Prentice Colgate S PA 4835.....20432
Price James C Jr OES/OFA 5806.....22883
Price Leila P EB/ITP/OT 3831A.....22532
Price Sheila J EA/ROC 5310.....27713
Price Stephen O BF/OF/CR 6314.....(9)235-9323
Price Terry R PM/DCA 7424.....29778
Price William H OPR/FAIM 1239.....20394
Prickett Russell O INR/REC/TI 8723.....20090
Priddy Janet R S/IG 6821.....27653
Pridgen Stephen FAIM/PS 1758.....29570
Prietsch James R A/SY/PTS/E&T SA-15...(9)235-9461
Primosch William E EUR/EE 5221.....23191
Prince Lannie M M/EEO 3214.....21294
Prince Norman K A/ALS 507 SA-6.....(9)235-2233
Prince Thomas A/OS 234 SA-6.....(9)235-9600
Pringle Robert M AF/EPS 5242A.....23503
Printis Antoinette M NEA/IRN 5246A.....20449
Pritchard Gary C EB/EX 6820.....21480
Pritchett Ramona D EB/MC 5818.....22611
Prochnik Martin OES/NTC 7828.....24413
Procter Margery M L/OES 6420.....21550
Proctor Alice J PPT 210 SA-17.....(9)523-4335
Proctor Dorothy H ESC/C (Cashier) 1258.....23562
Proctor Estelle L PPT/O/E 1821A.....28814
Proctor Gregory PM 7317.....23912
Proctor Inez E A/ISO/FADPC 1921.....20240
Proctor Inez O/ISO 1921.....20240
Proctor Joseph L FAIM/PS B-872.....21085
Proctor Lauren M PPT 562 SA-17.....(9)523-4293
Proctor Mary E INR/DDC/OPS 6635.....21506
Proctor Thomas E A/SY/DIS 2430.....20634
Prokoski Francine ACDA/NP/NE 4931.....28651
Propps Herbert F PER/PPM 3712 SA-15...(9)235-1001
Propst Paul K M/FSI/BUD 915 SA-3.....(9)235-8812
Prosser Robert E A/FBO 306 SA-6.....(9)235-9477
Provyn Frank R A/SY/WFO 4th fl SA-15..(9)235-1746
Prue Emma L FAIM/IAP 1239.....29569
Pruitt Charles L A/SY/DO 3811.....21621
Pruitt Curtis H OC/PE-M 5435.....23430
Pruitt Louis H A/FBO 305 SA-6.....(9)235-9477
Pryor Carlene B INR/PMT 6638.....20417
Pryor Denise O PMS/PS/RET 1251.....23300
Pryor Robert A Jr OC/T 5440.....23418
Pudschun Jerrilynn NEA/AFN 5250.....23614
Pugh Mary R L/EUR 5417A.....29500
Pugh Robert L EUR/SE 5509.....20336
Puhan Jeanne L ARA/PAN 4913.....24961
Pullen Howard Jr M/COMP/FO 6116 SA-15.(9)235-2216
Pullig James L PER/PPM 4419.....25350
Pullom Georgia M CA/VO/L/C 700 SA-2.....21945
Purcell James N RP 422 SA-2.....21951
Purcell Mary ARA/MEX 4258.....21881
Purnell John A ARA/AND 5906.....23360
Pursell Jeffrey N SY/WFO 4th fl SA-15.(9)235-9345

Purser Donald J A/SY/SAS 2236.....23182
Putnam Dawn M STP/S SA-6.....(9)235-9527
Putnam Richard A FAIM/IAP 1239.....29268
Putney Rufus D A/SY/SAS 2236.....21040
Pyle Kristine A ACDA 4494.....28099

Q

Quaid Daniel L M/COMP/EX 1328.....29518
Quainton Anthony C E D/CT 2238.....29892
Quan Ross S IO/OIC 1513.....20607
Quandt Peter A INR/REC/RED 8732.....29737
Queen Janice E BF/FS 6701 SA-15.....(9)235-9292
Queen John R OC/T 5440.....23418
Queen John W FMAS/GS B229.....21672
Quick Tilman INR/EX 6510.....20636
Quidley LaVonne S ACDA/MA/AT 5499.....23535
Quigg Stuart M Col ARA/RPP 5911.....22569
Quinn Celestine B AF/W 4250.....22638
Quinn Kenneth M EA 6205.....22146
Quinn Michael A A/ISO/FADPC 1921.....27764
Quinn Thomas H BIB 430 Exec.....(9)254-8040
Quirk Mary K INR/EX 6751.....21564

R

Rabens Joyce B IO/IEP 5321.....28593
Rabens Ronald B STP/T 1048-A.....21944
Racioppi Martha W M/MED 2313.....23578
Rackey Mary Ann NEA/AFN 5248A.....22300
Rackmales Robert OES/SAT 4333.....25071
Rademann Loretta P AF 6236.....23218
Radicevich Robert OC/S 6442.....23026
Radnoti Mary C L/EX 5425.....20460
Radosh Katherine M M/FSI/EX 1200 SA-3.(9)235-8757
Raether Carl N PA/HO 3100 SA-1.....28622
Rafferty James IO/C 1513.....23667
Rager Richard INR/PMT 6510.....27349
Rahmani Shelly L NEA/ARP 4224.....20267
Raicht Lawrence J EB/IFD 2529.....29453
Ralston Orlan C A/EX 3420.....25376
Rambo Charles R A/OC/RCO/ARA 44A20.....20864
Ramey Leon PA/EX 6805.....22257
Ramirez Jose M/FSI 600 SA-3.....(9)235-8827
Ramish Timothy E L/EX 6805.....23097
Rampersaud Bertina H PPT 790 SA-17....(9)235-4423
Ramsay Walter G NEA/P 6253.....21714
Ramsey Bob A AF/I 5232.....21177
Ramsey Thomas J L/M 4427A.....23062
Rando Anna Maria SY/DIS 2426.....20456
Rando Francis G CA/PPC 4800 B.....23732
Randolph Darlene R PPT 210 SA-17.....(9)523-4376
Randolph David E ARA 6263.....29227
Randolph Robert I IO/DHP 5327.....22607
Randolph Tunis D Jr EUR 6511.....21439
Randolph Vera R PER/MGT/OS/CC 1818.....21224
Rankin Riley C BF/WFC 7705 SA-15.....(9)235-9344
Ranslow Mary Sue FMAS/ESC 1252.....23432
Ranson David M PM/DOD 4D765 Pent.....(9)697-1336
Raphel Arnold L S 7226.....29572
Raphel Robin L EB/IFD/OIA 2533A.....22726
Rapier Richard D OC/S 6442.....21784
Rapoport Sheldon S/S-O 7516.....21512
Rase Glen R EB/PAS 2833.....20376
Rashkin Daryl L SY/PRS/DD 2519.....23914
Rasmussen Douglas B EA/K 5315.....27717
Rathjens George W S/AS 6333.....23972
Ratliff John B III M/FSI 901 SA-3.....(9)235-8816
Rau William E PER/FCA/E-C 2417A.....29764
Raven Eleanore M CA/VO 700 SA-2.....21994
Ravenscroft Dennis G A/SY/PSI/E 2424.....23144
Ray Paul V INR/CIS 6510-A.....20808
Read Ben H M 7207.....21500
Ready Francis X S/IG 6821.....20986
Reams Peter R EUR 6226.....23744
Reap Joseph W Jr PA/PRESS 2109.....22492
Reardon Marie T S/CPR 1701.....21716
Reaves Betty G IO/TRC 4806.....22674
Reaves Diane J M/FSI 212 SA-6.....(9)235-2567
Reavey Henry F OC/P/ B-528.....22936
Recachinas George INM 7809.....21518
Rechen Katharine A PER/FCA/SO 2809.....23481
Rector Lula M REM/BEX 7314 SA-15.....(9)235-9253
Redd Dianne CA/EX/AC 4818.....22843
Redd Delores D EA/EX 6310A.....29551
Redd John H A/SY/I/GIB 2418.....20936
Reddock Geraldine EB/MC 5818.....22611
Reddy Mary T EUR 6219.....21126
Redman Brenda L FMAS/LS 2204.....20880
Reece Ardella D AF/P 3509.....22044
Reed Crystal A M/COMP/FO 7701 SA-15...(9)235-9344
Reed Mary A IO 6334A.....20274
Reed Randolph PER/PE 2803.....23412
Reed Rickey J C A/OC 5438.....20595
Reed Roxanne L EUR 5224.....28960
Reed Thomas F FAIM/IAP 1239.....29265
Rees Mary E A/ISO 19A13.....28820
Regan Elizabeth L/EB 6420.....20447
Regan William W SY/OPS/T SA-7.....73510
Rehfeld Eric EUR/RPM 6513.....20841
Reichardt Elizabeth FSI 5520-A SA-15..(9)235-9398
Reid Ann M INR/RAF 4536.....27150
Reid Barbara J INR/OIS/CIS 6510.....20808
Reid Beatrice J FAIM/PS 1754.....22684
Reid Ingrid BF/FS 6709 SA-15.....(9)235-1418
Reid Lillie P A/CDC/MR 1239.....20565
Reid Thomasine ARA/ECA 4908.....21552
Reid W Ferguson M/MED 2906.....23053
Reid William L OC/P B-528.....23601
Reilly Charles P IO/OIC/AD 1428A.....21209
Reilly James J ARA/ECP 3234.....29460
Reiner Margot E O/ISO 19A16.....22845
Reinertson John E IO/LAB 1509.....21121
Reinhart Diana ARA 6494.....29483
Reinhold Franklyn W BF/OB/R 1332.....20861
Reinstein Jacques J IO/CMD 5323.....21544
Reis Carolyn W A/SY/PRS/DP 2509.....23897
Reisling Gleen M Jr Col PM/AS/SAS 7418.....27774
Relph James F Jr M/FSI 402 SA-3.....(9)235-8839
Rendahl John D M/FSI/ES 1209 SA-3.....(9)235-8767
Render Arlene AF/C 4246.....23138
Renman Howard A A/BF/OB/P 1332.....21482
Renn Bernice C DG/FCA/PAS/PC 1828.....23294
Renna Rochelle B L/PM 6429.....27838

Renwick Lisbeth E SY/CC/TAG 2435.....22747
Repasky Michael G CA/EX/AG 1803.....26455
Reppert Claudia J EB/ORF/FSE 3524A.....21420
Reppert Joanne E PA/PC 4831.....21143
Reston Tom PA/PRESS 2109.....22492
Reuther David E EA/PRCM 4318A.....22656
Revak Samuel J OC/T 5440.....23455
Revelant Ida J AFI 5240.....20857
Reynders Thomas R S/S-O 7516.....22522
Reynolds Bonnie A EB/EX 6820.....20975
Reynolds Mary J L 6422.....28808
Reynolds Nathan A OC/T 5440.....21640
Reynolds Warren H INR/XR 6842.....20804
Rezvan Brenda L COMP/FO/FD 6524 SA-15.(9)235-9240
Rhinehart Walter L M/FSI/BUD 915 SA-3.(9)235-8814
Rhyne Reba G CA/PPT 621 SA-2.....28079
Ribera Nivea M ARA/EX 3260.....23318
Ribera Robert C OC/TR 2130.....23641
Ricci Della L OF/FD/RET 6507 SA-15....(9)235-9291
Rice Etheleen INR/RAF 4635.....27174
Rice Joann AF 6236.....23218
Rice Vera O FAIM/IS 1239.....20782
Rich Phyllis N T 7208.....27888
Rich Robert G Jr EA/K 5315.....27717
Richards Benjamin R BF/OB/R 1132.....20728
Richards E Roberta CA/VO/L/R 819 SA-2.....22907
Richardson Alvin B FAIM/PS B648.....21253
Richardson Elliot L S/AR 6313.....29793
Richardson Gary A OC/PE-E/F 2313 SA-7.....79511
Richardson John W A/SY/PRS 2513.....28740
Richardson Joseph P EB/FPD 3427.....20646
Richardson Lilymae S AF/I 5232.....20905
Richardson Lynette G EA/TIMBS 5206.....23276
Richardson Mary T STP/P 528 SA-6.....(9)235-1773
Richardson Vee S/MEX 7509.....21868
Richey Earle J A/CDC 1239.....23209
Richman Alvin PA/OAP 6805.....23165
Richmond E Tucker CA/PPT 6833.....22424
Richtmyer Priscilla A/EX 1873.....26599
Ricks Juanita E FAIM/PS B-884.....20932
Riddick Gail A M/COMP/FO/AD 6201 SA-15(9)235-9249
Ridge Eleanor CA/VO/L/C 700 SA-2.....22925
Ridley Christine W PER/FCA/TL 26A07.....23308
Riemer Reynold A EB/PAS 2833.....21548
Riersgard Linda F EUR/SOV 4225.....21401
Riesenfeld Stefan A L 6419.....20445
Riffe Sherri A M/COMP/WFC 7705 SA-15..(9)235-9344
Rigby Mary N AF/P 3509.....20323
Riley Eileen A AF 6234A.....23356
Riley Frances P FAIM/IAP 1239.....20621
Riley Wilson A EB/OA/AN 5531.....20352
Rimas Algirdas J EB/OA/AN 5531.....20587
Rinaldi Salvatore J A/OS 234 SA-6.....(9)235-1760
Rinehart Edward R OC/P B-528.....21090
Rini Jay A CA/OCS/CCS/ARA 4817A.....28055
Riordan Jerris K EUR/P 5229.....20850
Ripa Thaddeus A CA 624 SA-2.....22930
Ripley Martha L IO/EX 5323.....21662
Rippe Conrad M OC/T 5440.....21640
Ritchie James E CA/OCS/EMR 48037.....25225
Rittue John A M/FSI 916-A SA-3.....(9)235-8812
Riva Marjorita ARA/USOAS 6917.....22095
Riveles Stanley ACDA/WEC/SAS 5846.....20540
Rivera Crucita FMAS/LS 2208.....22018
Rivera Rudolph L CA/CCS/EUR 4811.....23712
Rivers Claybell PM/EX 7320.....24820
Rivers Kathy B COMP/FO/FD 6701 SA-15..(9)235-9292
Rizik Phillip J NEA/RA 5254.....20930
Roa Josie L CA/VO 713 SA-2.....22894
Roach Gary S PPT 358 SA-17.....(9)523-4319
Roach Macon L Sr PER/MGT/AS 2810.....22092
Roan Alver R ASIA/DP 3208.....29056
Robb Eilene J PER/FCA/SO 2809.....23481
Robbins Kay L M/FSI 700 SA-3.....(9)235-8821
Roberson Lois D DGP/PER 6216.....29442
Roberson Tina M CA/VO/P/C 713 SA-2.....21905
Roberts Barbara M CA 6811.....22448
Roberts David E EA/EP 4206.....24835
Roberts David L A/SY/EX/E&T 2511.....22440
Roberts Elizabeth R A/EX 3420.....21902
Roberts Gaylen C LtCol EUR/RPM 6513.....22128
Roberts Hosea E OC/T 5440.....23455
Roberts James W PA/PRESS 2107.....22036
Roberts Joan G INR/DDC/CO 8667.....20386
Roberts Kenneth INR/XR 4641.....23961
Roberts Margaret A IO/OIC 1418.....22511
Roberts Nadine B S 7226.....29572
Roberts Richard B A/SY/OPS/T 3810.....20914
Roberts Ronald M EB/IFD/OIA 2533A.....21448
Roberts Samuel J INR/RNA/NE 4528.....21888
Roberts Shelley T PPT 210 SA-17.....(9)523-4335
Roberts Walter R BIB 430 Exec.....(9)254-8040
Robertson Hosea E OC/T 5440.....23455
Robertson James E M/COMP/BP/RME 1331.....27883
Robertson William T Jr CA/CCS/EA 4817.....23675
Robey Genevieve M OICR/ALP/ITA 7721 Com.....20623
Robins David S NEA/EGY 6251.....22802
Robinson Aileen V RP 5e0 SA-2.....29510
Robinson Alice M PPT 250 SA-17.....(9)523-4377
Robinson Althea W L 5420.....22543
Robinson Charles M/MED 2906.....22199
Robinson Charles S FMAS/GS B-229.....21672
Robinson Charles W CA/VO/P/C 713 SA-2.....21901
Robinson Doris D OCT 5440-G.....23418
Robinson Dorothy E PPT 414 SA-17.....(9)523-4265
Robinson Harlan D INR/RAF/W 4536.....27216
Robinson Helen A CA/PPT 5813.....20800
Robinson Janie O PER 7524-A SA-15.....(9)235-9411
Robinson Jessie M PPT 414 SA-17.....(9)523-4265
Robinson Jones O AF/EX 3430.....21275
Robinson Leora A AF/C 4246.....20996
Robinson Marion F EA/PRCM 4318A.....20708
Robinson Mary E EB/MC 5818.....21157
Robinson Michele A OC/P B-528.....22167
Robinson Paul D OC/T 5440.....23455
Robinson Paul R OC/P B-528.....21090
Robinson Renay D EB/EX 6820.....29361
Robinson Robert W OC/TR 2130.....23641
Robinson Rosetta E EUR/EX 6511.....22719
Robinson Shirlene EUR/WE 5226.....22633
Robinson Thomas L EA/T 5206D.....20978
Robinson Valerie F PPT/S/PC 386 SA-17.(9)523-4327
Robinson Vernon M OC/T 5440.....20595
Robinson Willard J M/COMP/FS 1801.....28319
Robinson William B PM/MC 800 SA-6.....(9)235-9755
Rochlin Robert S ACDA/NP 4930.....25050

Rock Royce A A/ART B-258.....21634
Rockwood Eileen M BF/FS/FD 6705 SA-15.(9)235-9299
Roddy Timothy E EUR/EX 5428.....23326
Rodgers Beautee L COMP/FD 6701 SA-15..(9)235-9384
Rodgers David A REE/REC 7802 SA-15....(9)235-9373
Rodgers H Clarke EUR/EX 5428.....23326
Rodgers Jeanne R ARA/PPC 6911.....29493
Rodgers Maria A IO/EX/ADM 5323.....21664
Rodgers Marion L A/ALS 512 SA-6.....(9)235-2219
Rodier Ruth INR/DDC/OIL 8646.....20950
Rodriguez Ana F D/LOS 4321.....20051
Rodriguez Roberto WRDCO 801 SA-6.....(9)235-9614
Roe Glenn P OC/P SA-4.....(9)339-7005
Roe Mary C EB/PAS 2833.....20500
Roeder Larry W Jr IO/EX/DAR 3428.....27994
Rogers Anna M PPT 210 SA-17.....(9)523-4335
Rogers Beautee L BF/OF/FD 6701 SA-15..(9)235-9384
Rogers David T PM/SAS 7418A.....23876
Rogers Doris A/SY/I:WFO 4th Fl SA-15..(9)235-9356
Rogers John C TRCA 655 1717 H St NW...(9)296-0484
Rogers Kenneth N HA 7802.....20770
Rohal John A OC/PE-R SA-7.....72216
Rohlfs Gleason D ASIA/TR 606B SA-18...(9)235-9060
Rohmann Johanna W FMAS/ESC 1252.....23432
Rohrback Sharon L A/ISO 1921.....21136
Rokey Mary D PA/OAP 6805.....22377
Roland Chandler P NEA/EX/PM 4243.....21411
Roland Joseph M PER/G 2820.....22825
Rolark Ross B STP/T 1047.....28783
Rollins Lloyd A A/EX/ASD 3420.....29414
Rolph Jean S A/ISO 1921.....21890
Roman Margaret E S/SLG 7815.....20968
Romberg Alan D EA/J 4210.....23152
Romel Joseph OC/P B-528.....23094
Romero Peter F INR/OIS/CIS 6510-A.....20808
Ronchetti Jeanne J A/EX/PMD 1886.....23232
Root Danny B CA/VO/F/P 816 SA-2.....22922
Root William A EB/ITP/EWT 3819.....20964
Roots Lilly R EA 6208.....23587
Rope William F S/S-O 7516.....22466
Rose Alpha G FAIM/LR 2442-F.....22661
Rose Beverly W OC/P B-528.....21090
Rose Carol L CA/VO/F/P 815 SA-2.....21917
Rose Donna J OES/NEP 7828.....29826
Rose Gerald S M/MED 2911.....23618
Rose Lisle A OES/OPA 5801.....23262
Rosen Gerald A EB/ORF/FSE 3524A.....21420
Rosen Sheldon A A/ISO 19A12A.....22821
Rosenberg Faye PPT 584 SA-17.....(9)523-4318
Rosenthal Michael D ACDA/NP/NS 4931.....28651
Rosetti Joseph E A/SY/DO 3811.....20743
Roshco Bernard PA/OAP 6805.....20474
Rosner Norman M INM 7809.....21518
Ross Barbara J OC/S 6442.....23060
Ross David A EB/ICD/TRP 3421.....25181
Ross L Ernelle OES/SCT 4330.....21444
Ross Renee PPT 386 SA-17.....(9)523-4327
Ross Roberta S S/S-S 7241.....28348
Ross Thelma C PPT 210 SA-17.....(9)523-4335
Rossignoli Mary IO 6323.....29602
Rothrock Anita J OC/PE-A 2109 SA-7.....79528
Roundtree Beverly J PM/NPP 7327.....28862
Rouse John H PER/PE 2803.....23412
Rovine Arthur W L/T 5420.....21074
Rowan Richard J SY/PRS/SD 2519.....23914
Rowe David IO/UNESCO 4336.....23619
Rowe Evelyn V PPT 730 SA-17.....(9)523-4373
Rowe Joann M EB/IFD 4828.....29496
Rowe Lethean S/P 7311.....22372
Rowlett Myra D COMP/FO/FD 6524 SA-15..(9)235-9240
Roy J Stapleton EA/PRCM 4318-A.....26300
Roy W Alan NEA/AFN 5248A.....29373
Rubenic Jacqueline M OC/P 44A30.....21422
Rubidoux Clara S PM/SAS 7418.....23950
Rubin Phylis N IO/UCS 515 SA-2.....22816
Rubinstein Gregg A PM 7319.....22912
Ruble Richard W CA/VO/F/S 809 SA-2.....22919
Rudd Barbara A M/MED 2906.....23554
Rudd Neil C FAIM/IAP 1239.....22857
Rudick Alice B PPT/O/E 1821A.....28814
Rudy Robert T PER/MGT/OS/SP 1329.....22734
Ruebensaal Clayton F EB/ORF/ISM 3535.....29463
Rueckert George L PM/DOD 4D770 Pent...(9)697-2049
Ruffin Albert C FAIM/PS B648.....20856
Ruh Kenneth OC/PE-I 2402 SA-7.....79503
Rulka Diane C OES/SCT 4330.....22113
Rumley Mary R EB 6822.....21683
Runckel Chris A/BF 1328.....21408
Runner Benjamin C Jr SY/OPS/T 3800A.....20548
Runyon Charles III L/HR 5527A.....23044
Ruser Claus W ARA/ECA 4908.....20913
Rush Barney S E 7245.....29818
Russell Beatrice A AF/P 3509.....20362
Russell Elden R OC/T 5440.....29554
Russell Lawrence D PER/MGT/EX 2135.....28116
Russell Mary J IO/IEP 5321.....21654
Russell Raymond J A/SY/I/PVB 2418.....23185
Russell Theodore E EUR/RPE 6428A.....21708
Russum Robert E PER/CCA 2421.....22508
Rust Dean F ACDA/NP/NX 4931.....27905
Rutherford Nellie G L 6425.....29598
Rutlidge Micheline R E CA/OCS/EMR 4811.....25311
Ryan Debra A PER/ER/RET 1251.....23342
Ryan Doris V OES/ENR 7819.....22418
Ryan Judith R NEA/P 6263 A.....22294
Ryan Mary A PER/FCA/A 2820.....23438
Ryan Maurine D FAIM/IS 1239.....20420
Rychak Wayne S A/SY/SAS 2236.....21040
Rydell Mary K A 6316.....22714
Ryerson William E EUR/CE 4228.....22310

S

Sacchet Edward M PER/FCA/E-C 2417A.....29764
Sadote Joseph A M/FSI 212 SA-3.....(9)235-8722
St Cyr Charles E FAIM/IAP 1239.....21704
St Denis Hedy A M/FSI 509 SA-3.....(9)235-1448
St John Elsa M/FLO 1216A.....23179
St Mars Verne F A/SY/DASS 2513.....29448
Sakaue Jane A M/FSI 402 SA-3.....(9)235-8838
Sala Joanne M M/MO 7533.....23796
Salazar Richard T AF/EX 3517.....21298
Sale Victoria L FMAS/LS 2212.....23492
Salisbury Diane C EA/P 4207.....20838
Salmon Charles B Jr HA/HR 7802.....23088

Salmon John W Jr ACDA/ISP/SA 4484.....21543
Salmon William C T 7208.....28724
Salsavage Metro W OC/S 6442.....21785
Salzberg John P HA 7802D.....23559
Sammon Virginia C GAO/ID 5915.....20602
Sampas Dorothy M PER/PPM 4423.....23205
Sampas James G PM/AS/MC 800 SA-6.....(9)235-9756
Sampson Charles S PA/HO 3100 SA-1.....21458
Sampson Mary A PPT 484 SA-17.....(9)523-4277
Sams Milton J INT/L 2442-A.....20891
Sander Patricia A AF/C 4242.....20725
Sanders Brian FAIM/LR 3239.....20486
Sanders Cameron H Jr IO/MPC 5328.....20340
Sanders Harry L FAIM/PS 1758.....20932
Sanders Lisa M OPR/STP 1244.....21491
Sanders Patricia M INR/EX 6639.....22085
Sanderson Ilse FAIM/PS 110 SA-1.....25321
Sandman Leonard DG/EM 2820.....22781
Sanford John A PM/MC 800 SA-6.....(9)235-9767
Sanford William F Jr PA/HO 3100 SA-1.....25214
Sanger Karl W A/ISO 1920B.....20091
Sanner James A OC/P B-528.....20388
Sanoski Alice H NEA 6250.....23003
Sansaricg Marie-Denise GAO/ID 5915.....20602
Sapountzis Aspasia A M 5526A SA-15....(9)235-1537
Sapountzis Panagiotis S M 5526A SA-15.(9)235-1535
Sarauskas R George P 7242.....21599
Sardinas Martha EA/PRCM 4318-A.....21004
Sargent L Benjamin A/FBO 319 SA-6.....(9)235-8311
Saridakis Anthony A CA/PPT/C 5813.....23728
Sarkis Saadia E PM/DCA 7424.....29779
Sarnowski Shirley A CA 6811.....29576
Sarris Louis G INR/PMT 6638.....20233
Sarsfield Robert B A/ISO 1920G.....23536
Sartori Leo ACDA/ISP/SA 4486.....27908
Sartorius James R OES/ENH 7820.....24825
Satterfield Earl P OC/PE-FI 2116 SA-7.....79788
Satterfield Patricia M OC/PE-AA 2109 SA-7...79528
Saunders Benjamin PPT 232 SA-17.....(9)523-4408
Saunders Dorothy M ARA/AND 5906.....24806
Saunders Harold H NEA 6242.....29588
Saunders Laverne E EB/FSE 3526.....20536
Savage John R EUR/RPE 6430.....21688
Saville Sarah BF/FMS 1801.....23416
Savitt Robert P INR/RMP/SF 6524A.....20339
Savoy Ernell B PPT 250 SA-17.....(9)523-4335
Sawka Jeanne M A/SY/DIS 2426.....20614
Sawoski Mark M PA 6800.....21152
Sawyer Thomas A/SY/EX/SAS 2236.....21040
Saxby Anne V R EB/ORF/FSE 3638.....20354
Saxton Ella M PPT 730 SA-17.....(9)523-4303
Sayasithsena S M/FSI/SLS 5114A SA-15..(9)235-9395
Sayyad Vara L ACDA/PA 401 SA-6.....(9)235-9572
Scanlan George M CA/OCS/PPC 4800.....23816
Schaag Geraldine A S/PC 7511A.....29716
Schaefer Henry W ACDA/WEC/SI 4660.....23831
Schaeffer Edward W S/CCT 5243A.....28541
Schaeffer John M A/SY/SD 2519.....23914
Schafer Virginia A/OPR 1417.....21638
Schaffer Howard B NEA/INS 5251.....22141
Schaffer Teresita C NEA/PAB 5247.....29823
Schatz Gary A/SY/V 4th Floor SA-15....(9)235-9349
Schaumburg Bernd W A/SY/FO 38A00.....23099
Schear James A ACDA/WEC/SAS 5846.....28652
Scheele Edward B A/SY/OPS/T 38A00.....20914
Scheets Susan M IO/PMS 6808.....28588
Schell Mildred L M/FSI 100 SA-3.....(9)235-8727
Scheller Robert F OC/PE-M 2113 SA-7.....79799
Schiavone Joseph U OC/P B528.....22167
Schiele David IO/TRC 4806.....22674
Schiele Marylin V IO/UNP 6334.....20778
Schiff Benjamin N ACDA/NP/NX 4930.....25050
Schilcher Joan M M/WCW 1004.....28958
Schillinger G F RTCA 655 1717 H ST NW.(9)296-0484
Schimel Ruth M M/FSI 1102A SA-3.....(9)235-8780
Schlamm Paul I EUR/SE 5511.....20330
Schloeder Mary C M/FSI 300 SA-3.....(9)235-8718
Schloss Anne M CA/VO/F/S 823 SA-2.....21917
Schlumbrecht Kris S/S-EX 7517.....20232
Schmidt Carl W EUR/EE 5220.....22673
Schmidt Judith A PER/FCA/JO 2429A.....27691
Schmiel Eugene D AF/S 4238.....28252
Schneck Mary K S/CPR Blair House.....29825
Schneider Barry R ACDA/PA 4936.....21592
Schneider Mary M ARA 6263.....28370
Schoeb Donald R PER/CA/FS/A 2813.....23439
Schoeneweis Regina PPT 232 SA-17.....(9)523-4408
Schoettle Peter G EUR/CE 4228.....20415
Schoonover Elizabeth COMP 6705 SA-15..(9)235-1418
Schoonover James L A/FBO/BDC 327 SA-6.(9)235-9489
Schrag Philip ACDA/GC 5635.....28198
Schrage Barbara J OES/NTS 7828.....26813
Schreiber William M IBC 150 425 I St NW.....28058
Schroeder Beverly A S/AS 6333.....23972
Schroeder Nancy R INR/DDR/RCRS 6527.....22404
Schroeder Richard PPT 232 SA-17.....(9)523-4408
Schroff Dennis BF/FS/WFC 7713A SA-15..(9)235-1950
Schueneman Robin M EB/ITP/GCP 3830.....21326
Schulz Herbert W S/IG/IS 2317.....20152
Schumacher Erma EUR/EX 5428.....23286
Schumaker James F PM/DCA 7424.....21862
Schwar Harriet PA/HO 3100 SA-1.....28622
Schwartz Deborah R IO/IEP 5321.....21654
Schwartz James E CA/VO/L/C 709 SA-2.....21939
Schwartz Lenore G HA 7802.....22741
Schwartz Marlene E PPT/O/A 5805A.....22807
Schwartzstein Stewart J D PA/PP 5827.....25208
Schwartz Deborah R AF/W 4250.....23468
Schwarz Jeffrey J SY/PSI 4001 SA-15...(9)235-9364
Schwebel Stephen M L 6419.....20522
Schwegel Virginia S EUR/SE 5511.....29451
Scipio Celestine AFR/EMS 3728.....20368
Scordo Jennie COMP/FO/AD 4705 SA-15...(9)235-9257
Scott Alva C FAIM/IS 1239.....21709
Scott Carolyn R CA/PPT 316 SA-17.....(9)523-4289
Scott Catherine E S/S-O 7516.....21512
Scott Charles H Col A/OC/DLO 44A20.....22428
Scott Edith M INR/RAF 4536.....26130
Scott James A M/COMP/FO/AD 6104.SA-15 (9)235-9265
Scott Joan V M/FLO 1216A.....21076
Scott John F NEA/IAI 6247.....23672
Scott K Dunlop PM/ISP 7428.....24930
Scott Kenneth J INR/RCI/REC 6510A.....20985
Scott Leon F Jr OC/T 5440G.....23418
Scott Robert F A/SY/DIS 2426.....24036
Scott Veronica E PER/FCA/CON 2332A.....23334

Scott William A S/S-I 7241.....28623
Scott Yvonne W CA/VO/P/D 600 SA-2.....21970
Scoville Thomas W ACDA/D/SA 5933.....24766
Scribner Richard A T 7208.....20004
Scroggs Raymond W A/SY 4th Fl SA-15...(9)235-9345
Scully Cornelius D CA/VO/L 800 SA-2.....21980
Scully R Tucker OES/OPA 5801.....23262
Scurlock Joyce M A/EX/ASD 3420.....29414
Seabrooks Jameta OPR/STP 528 SA-6.....(9)235-2676
Sealey George H S/CPR 1044.....27984
Sean Holly ARA/AND 5906.....23023
Searle Mary N AF/P 3509.....20323
Searle William A ACDA/WEC/TT 405 SA-6.(9)235-2581
Sears Clarice Y PPT 232 SA-17.....(9)523-4408
Seasword Mary S INR/RAF/W 4635.....27174
Seawright Cecelia P A/SY/PSI/I/PVB 2418.....22052
Secrest Eleanor M ACDA/MA 5499.....28455
Sedlacek Donald E A/OC/EUR 44A20.....28946
Seepe Peggy NEA/EGY 6251.....22803
Segal Jack D H 7261.....25315
Segall Edwin E A/CDC 1239.....23209
Seidenman Neil A FMAS/LS 2212.....23492
Seidner Francis J EUR/P 5229.....20850
Seignious George M II ACDA/D 5930.....29610
Seitz Raymond G H S/S 7224.....23126
Selby Jamison M L/PIL 5429.....22107
Sellers Janice V PPT 210 SA-17.....(9)523-4335
Senkow Katherine J M/COMP 7713-A SA-15(9)235-1950
Serey Paul R A/FBO 327 SA-6.....(9)235-9508
Serfaty Gail D M/FA 8th Fl Dipl Recep.....20298
Sergeant William C OES/CP 4535.....22232
Seroor Jeanette EUR/EX 5424.....21361
Sessoms Allen ACDA/NP/NE 4953.....21140
Settle Janice L PA/PP 5827.....22713
Settles De Forrest A OC/P B-528.....22167
Severns Dennis L OC/PE-M SA-7.....79533
Seward James A A 6316.....28415
Shaffer Carol A PER/CA/FS/EUR 26A11.....20251
Shafshuf Martha K BF/FS 7711 SA-15....(9)235-9267
Shaft Norman T IO/HR 4808A.....25879
Shahin Charlotte F FAIM/PS 110 SA-1.....25004
Shaloff Stanley PA/HO 3100 SA-1.....22058
Shamp Anne L INR/REA/SA 8647.....21183
Shamwell Horace F Jr L/M 4427A.....20768
Shankle Thelma D CA/VO/P/I 813 SA-2.....22904
Shanklin Phyllis D A/FBO 321 SA-6.....(9)235-2813
Shanks Barbara D PA/EX 6805.....20473
Shannon Daniel FAIM/RM 1237.....20406
Shapiro Marilyn A/ISO 19A16.....28444
Sharfman Peter J ACDA 5749.....20844
Sharp Darlene V PPT 210 SA-17.....(9)523-4335
Sharp Ronna R OES 7831.....21554
Shaw Alan H ACDA/ISP/SA 4484.....23217
Shaw Basil FAIM/IAP 1239.....22856
Shaw C Grant OC/T 5440.....23874
Shaw Ellen J L/M 4427A.....23022
Shaw Sandra H INR/RGE 8749.....22156
Shea Laurel M IO/UNP 6334.....20424
Shea Marie T A/EX 1880.....20146
Shea Maureen ARA/ECA 4908.....23095
Shea Sue S/SN 7260.....25324
Sheaffer Jeanne M FAIM/IS 1239.....20420
Sheaks Owen J ACDA/NP/NE 4953.....23679
Shearer Wilma M A/FBO 305 SA-6.....(9)235-9481
Sheehan Charles R M/FSI 5602B SA-15...(9)235-9395
Sheehan Eugene T PPT/O/E 1821A.....28814
Sheehan Geraldine PER/MGT/HRM 2137.....28934
Sheely John T A/SY/FIPS 2422.....20231
Sheils Peter M FAIM/IS 1239.....28484
Sheinbaum Gilbert H PER/PCE/PE 2803.....23412
Shelby Selena D ACDA/A/PER 5720.....22034
Sheldon Adah N OES/SCT 4330.....23701
Shelley Debra R IJC 203 1717 H St NW.....24798
Shelton Gayle A BF/OAG 4427.....22320
Shelton James C OC/T 5440.....29554
Shelton Marjorie F M/MED 2911.....28691
Shem J Story OES/ENR 7819.....22418
Shenwick Linda S A/FBO 312 SA-6.....(9)235-9479
Shepard Yvonne M/COMP/FO/TT 1135.....27820
Shepherd Carl G CA/VO/L/A 611 SA-2.....21918
Shepherd Louis A M/COMP/EX 1808.....22340
Shepherd Montague J OPR/STP SA-7.....78995
Sheppard Frederick H NEA/EX 4243.....22006
Sherman George F NEA/P 6252A.....25150
Sherman Linda OES/OPA 5801.....23262
Sherman Ruby M A/ISO/FADPC 1921.....21357
Sherrard James Cdr ACDA/MA/AT 5499.....21874
Sherrill Edna B PA/PC/CM 5819.....28798
Sherwood Robert K A/CDC 1239.....22846
Sheskin Sandra F DG/FCA/PAS/PC 1828.....22204
Shields Barbara J SY 2418.....23197
Shields Brenda A L/EB 6420.....20447
Shields Shirley C PM/MC 800 SA-6.....(9)235-9770
Shimshock Robert ACDA 8th Fl SA-6.....(9)235-9790
Shimshock Robert J BF/FS 7713A SA-15..(9)235-1950
Shinn David H S/SLG 7815.....20968
Shinn William T Jr EUR/SOV 4217.....23738
Shishkin Hildegard IO/OIC 1511.....22023
Shlanta Willow D M/FSI 904 SA-3.....(9)235-8799
Shoemaker Cheryl R PER/CA/CS 2421.....23352
Shoemaker Mary C INR/RWE 4665.....24712
Shogi Stephen J OC/PE-R SA-7.....72215
Shollenberger John OPR/FAIM 1239.....28806
Shorb Yolanda E M/MED 4253.....25354
Short Robert C ACDA/A/CS 5672.....23645
Shorts Joan A EB/ITP/EWT 3815.....20444
Shostal Pierre OES/SCT 4330.....22958
Shouse L Gordan BF/FS/WFC 7701 SA-15..(9)235-9344
Shrum Richard E EB/TCA/TD 5824.....20741
Shub Anatole BIB 430 Exec.....(9)254-8040
Shulman Marshall S/MS 7246.....28704
Shurtleff Leonard G AF/C 4246.....21706
Sieber Ellen M ACDA/MA/IR 5919.....21279
Siegel Jeffrey R INR/RMP/NS 6524A.....22086
Siegler Clarence A 4908 (GAO).....20000
Sierra Anthony D FMAS/LS 2208.....23476
Sieverts Frank A HA 7802.....29454
Sigal Leon V PM/ISP 7428.....21129
Silberstein Fanchon J M/FSI 400 SA-3..(9)235-8784
Silberstein Manuel EA/EX 4311.....23102
Siljegovic Kathleen FAIM/RM 1239.....20425
Silkwood Darold W ACDA/WEC/DI 5741.....29673
Silva Walter J PER/FCA/POL 2417A.....29776
Simcox David E M/MO 7423.....22235
Simmons John F Jr IO/IEP 5321.....20600
Simmons Lou A A/SY/EX 2509.....20832

Simmons Robert F OES/ENP/PO 7817A.....22253
Simms Angela R COMP/FO/FD 6804 SA-15..(9)235-9331
Simms Antonia PPT 414 SA-17.....(9)523-4266
Simms Edward T DG/OC 7806 SA-15.....(9)235-9376
Simpkins Vivian F CA/VO/L/R 819 SA-2.....21900
Simpson Gwendolyn A PA/PC/CM 5819A.....28893
Simpson Gwendolyn E COMP/FO/FD 6713...(9)235-9322
Simpson Kathleen G IO/P 7316.....23040
Simpson Mary D A/ISO/FADPC 1921.....27764
Simpson Robert S EB/ICD/ISM 3535.....29463
Simpson Roger A M/COMP/BP/FP 1331.....22221
Sims William E S/S-EX 7517.....22668
Sinclair Janice E M/COMP/BP 1331.....22470
Sinclair Ruth E PM 7317.....28698
Sindelar Hugo III CA/VO/L/A 611 SA-2.....22596
Sines Elizabeth U BF/OB/PPD 1332.....21408
Singer Norman A CA/VO/F/S 817 SA-2.....21898
Singletary Mary F A/EX 44A29.....28144
Singleton Eugene L OCT 5440.....21640
Singleton Janice A/EX/PMD 1880.....26597
Sinsel Caryn L PER/FCA/CON 2332A.....23332
Sittman William F S/CPR 1238.....21277
Siverson Sandra E PER/FCA/A/C&R 2820.....28136
Sizer Henry S NEA/ARP 4224.....21334
Sizer Linda L FAIM/IAP 1239.....29265
Skarpentzos George BF/FS 6104 SA-15...(9)235-9340
Skehan Jo Ann H PPT/O/E 1821A.....28814
Skellenger Charles REM/EMP 7520 SA-15.(9)235-9369
Skelton Joy L EA/EX 4315.....28314
Skeryo Margaret WRDCO 801 SA-6.....(9)235-9615
Skiba Michael E OC/P B-528.....22167
Skiff Robert W HA 7802.....22362
Skinner Anne E PPT 414 SA-17.....(9)523-4265
Skippon Miriam E S/IG 6821 28842
Skok William ARA/ECP 3234.....22627
Slany William Z PA/HO 3100 SA-1.....28767
Slattery Janina EB/OT/GCP 3830.....21327
Slaughter Anne L INR/RWE 4742.....29215
Slaughter Deloris M CA/VO/L/A 611 SA-2.....21960
Slaughter Harold J EB/MC 5818.....22611
Slaughter Lucille IJC 203 1717 H St NW.....22217
Slaughter Mary E FAIM/PS B 847A.....20856
Slaughter Robert S/MEX 7509.....20390
Slayton William L A/FBO 335 SA-6.....(9)235-9492
Sleght Alexander K ARA 5911.....22568
Slezak Lester P EA/RA 4312.....23697
Slifko Ronald J A/SY/T 3810.....20548
Sloan Robert D L/N 6420.....28014
Sloan William B OC/T 5440.....22142
Slot William J GAO/FAG 2536A.....21588
Slutz Pamela J H INR/REA/SA 8647.....21182
Slutz Robert F Jr A/CDC 1239.....23209
Smaldone Joseph P INR/XR 6747.....23966
Small David H L/NEA 6418C.....29501
Smalley Judith A M/MED 2260.....28122
Smallwood Dorothy PPT 414 SA-17.....(9)523-4265
Smallwood William G NEA/EX/BUD 4247.....21411
Smart Alice M A/ALS 505 SA-6.....(9)235-9516
Smiraglia Mary A ACDA/D 5930.....29612
Smith Allene M PER/FCA 2328.....28453
Smith Andrew W FAIM/LR 2442-B.....28347
Smith Anita D EB/OA/AN 5531.....22654
Smith Anne Suite 1305 1750 Pa Ave NW..(9)298-7570
Smith Anne Z 1750 PA Ave NW.....(9)393-4220
Smith Annie W PER/CDA/FS/EUR 26A11.....20251
Smith Betsy I OC/T 5440.....23455
Smith Bruce L OES/PAS 3536.....22764
Smith Charles B EA/TIMBS 5206.....23276
Smith Clarence L Jr OC/T 5440.....29554
Smith Dane F Jr EB/OFD/FPD 3427.....23036
Smith David G INR/RAR 7534.....22251
Smith David H L/NEA 6418C.....29501
Smith David P M/DGP/PER/PE 2139.....28108
Smith Dianne C CA/OCS 4817.....23712
Smith Doris E FAIM/IAP 1239.....20542
Smith Dorothy L T 7208.....20412
Smith Elizabeth A/FBO 321 SA-6.....(9)235-2813
Smith Frederick Jr PER/G 6217.....22751
Smith Geneva M EB/TRA/OA 5830.....20316
Smith Gerard C S/AS 6333.....23752
Smith Gladys B PER/MGT/PS 1329.....22098
Smith Harold E CMC 7310.....28360
Smith Howell B FAIM/IS B-242.....23532
Smith J Bruce A/FBO/BDC 327 SA-6.....(9)235-9490
Smith Jackson L ARA 6263.....29392
Smith Jacqueline R MGT/OS/CC 1239.....21224
Smith James M FAIM/PS B-847A.....20874
Smith James R A/FBO 323 SA-6.....(9)235-2800
Smith Jeffrey H L/PM 6429.....29288
Smith Jerry L PER/PE 2803.....23412
Smith Joseph L Jr S/S-I 7241.....23836
Smith Joyce A PER/FCA/ARA 2336.....22055
Smith Juanita D PPT 414 SA-17.....(9)523-4265
Smith Keith C EUR/WE 5224.....22633
Smith Kirby L CA/VO 624 SA-2.....26373
Smith Langston T CA/EX/AG 1813-D.....25731
Smith Lankward L Jr M/MED 2237.....23606
Smith Lawrence C A/ISO/FADPC 1921.....27764
Smith Lilian V NEA/ARP 4224.....28821
Smith Lister V FAIM/IAP 1239.....21704
Smith Louis J PA/HO 3100 SA-1.....23519
Smith Lucille S/CPR Blair House.....29825
Smith Madeline CA/EX/AG 1803.....25730
Smith Marcella M ACDA/D/CS 401 SA-6...(9)235-9559
Smith Maria K EUR/RPM 6229.....22057
Smith Martha ARA/USOAS 6917.....22095
Smith Marvin F S/IG 6821.....23766
Smith Melba E AF/W 4250.....23391
Smith Michael B EB/ORF/ICD/FTD 3421.....20280
Smith Moffett R M/FSI 911-A SA-3.....(9)235-8792
Smith N Shaw ARA/PPC 6911.....29193
Smith Norman IGA 6825.....22422
Smith Ora B S/IG 6821.....20987
Smith Pamela L OES 7828.....23529
Smith Patricia T M/EEO 3214.....27824
Smith Patsy L PER/ES/RET 1251.....23300
Smith Peter R OC/P 44A30.....23120
Smith Phyllis M FAIM/PS 1659.....28682
Smith R Grant NEA/AFN 5248A.....20279
Smith Randolph S/S-I 7241.....23836
Smith Ricardo D CMC 7310.....22255
Smith Richard A Jr EUR/SE 5511.....20829
Smith Richard J EUR/CAN 5227.....22170
Smith Richard W A/EX/PMD 1889.....22038
Smith Robert W PM/DOD 4D800 Pent.....(9)697-9258
Smith Robert Wheeler INR/RGE 8742.....22250

Smith Ronald C REM/EMP/OEB 7507 SA-15.(9)235-9406
Smith Rosemarie T A/FBO 332 SA-6.....(9)235-1627
Smith Rufus G NEA/AFN 5248A.....20279
Smith Sandra A S/S/EX 7517.....22266
Smith Sandra C A/ART B-258.....21634
Smith Sandra R PER/MGT/EX 2137.....28117
Smith Sherman T A/ISO 1921.....21591
Smith Velma T FAIM/IS 1239.....20420
Smith Vera L PA/PC 4831.....28872
Smith Verna L PER/FCA/EUR 26A11.....22832
Smith Walker W M/FRM/FM 1328.....27490
Smith Wilbert EA/EX 4315.....28314
Smith Yvonne E M/COMP/FO/AD 6112 SA-15(9)235-2480
Smith Zelpha H INR/RAR 6510A.....20895
Smoaks Joyce P EB/OFP/FPD 3427.....23036
Smothers Brenda A A/EX/PMD 517 SA-2.....20515
Smyseley Patricia A/EX 1882.....22512
Snead Larry L OES/OFA 5806.....21727
Sneed Lawon PER/MGT/OS/IO 1336.....22098
Snell Louise K H 7251.....28696
Snider Raymond R S/P 7312.....28859
Snipes Deborah E M/COMP/EX 1331.....20922
Snow James A M/FSI 5520 SA-15.....(9)235-1531
Snow Nancy P OES/ENH 7820.....29278
Snow Robert A/EX 3424.....28920
Snowden Charles H OCT 5440G.....23418
Snyder Gloria A CA/VO/F/P 817 SA-2.....22897
Snyder Joseph C EA/TIMBS 5206.....23276
Snyder Paula J FMAS/LS 2105.....21118
Soel Eloise PA/EX 6805.....21720
Soelberg Ray B WRDCO 801 SA-6.....(9)235-9614
Sodhi Cecilia K L/BAR 215 SA-6.....(9)235-9611
Sokolsky Richard PM/SA 7428.....24762
Solak Jane P PPT/S/PC 368 SA-17.....(9)523-4226
Solenberger Katherine B OC/P SA-4.....(9)339-7005
Solis Jose M PPT 626 SA-2.....27975
Solomon LaVerne NEA/EX/BUD 4247.....22849
Soltis Marjorie A D 7222.....21092
Somburanasin Tiempan FSI 5602D SA-15..(9)235-9395
Somerville Ronald K CA/EX 4824.....21158
Sommers Harriet B CA/EX/AP 1813.....26783
Soncrant Lorelei H L 6425.....22001
Soper Charles F SY/T 3810.....20914
Sopko Catherine J E 7250.....23256
Sorrentino Christine A ACDA 5731.....23442
Sotiropoulos Maria A EUR/WE 5232.....21469
Southerland J Harlan A/BF/OAG 1328.....22320
Southworth Winthrop M Jr IO/M/BA 5336.....23049
Sowa Lenora F AF/S 4238.....23380
Sowaski Mark PA/M 6805.....28734
Soyster Elizabeth B CA/CCS/EUR 4811.....23712
Sparks Charles SY/SD 2519.....23914
Sparks Donald L INR/REC/RED 8666.....25168
Sparks Lillian F OC/T 5440.....21640
Sparks Nora C FAIM/IAP 1239.....22640
Spear Moncrieff J ARA/PAN 4913.....24984
Spector Sam OC/S 6442.....21223
Speh Christopher T A/ISO 19A15C.....27980
Speier Richard ACDA/NP/NE 4953.....22942
Spence Evelyn J PPT/S/PC 386 SA-17....(9)523-4327
Spencer Alease P INR/RAR 7538.....20378
Spencer Blanca C M/FSI 522 SA-3.....(9)235-8834
Spencer Carolyn S EUR/RPE 6517.....20312
Spencer Earl E ARA/EX/ADM/MSG 6258.....22463
Spencer Henry L OC/P B-528.....23601
Spicer Peter PM/DOD 2C238 Pent.....(9)695-0074
Spiegel Marianne S/P 7419.....22576
Spiers Ronald I INR/OD 6531.....20342
Spillane John P NEA/IAI 6247.....22647
Spingarn Jerome H ACDA 5929.....29504
Spinner Karen R CA/PPT 5813.....22836
Spire Alvin R OC/T 5440.....24554
Spiro Joel S EB/OT/STA 3821.....23202
Spountzis Panagiotis M/FSI 5526 SA-15.(9)235-1535
Springer Edward H INR/REC/CDC 8440A.....21187
Springer Linda A M/FSI 1102 SA-3.....(9)235-8782
Sprott John T M/FSI 1102B SA-3.....(9)235-8779
Sprouse Terry L A/ISO/FADPC 1921.....20254
Spruce William E EB/ITP/OT 3831.....20886
Spruell Mary L FAIM/IS 1239.....20425
Sprung Michael IO/EX/ADM 5323.....21174
Spurrier Helen D OC/S 6442.....23026
Stack Rose C AF/EX 3517.....20852
Stafford Clarence O SY/PRS/SD 2519.....23914
Stafford Mark M FMAS/VS B258.....21634
Stalcup O Ruth ACDA/D 5930.....29610
Stalls Anita L PER/MGT/AS 2131.....28908
Stanard Everett A PPT 210 SA-17.....(9)523-4335
Stanback Joanne C SCS 1813.....26858
Stange Charles H CA/VO 712 SA-2.....21997
Stanley Dumar G A/ISO 1921.....20294
Stanley James M PPT 232 SA-17.....(9)523-4408
Stanley Mary F PER/FCA/PAS 1830.....22643
Stanton Lucille H OC/T 5440.....21640
Staples Brian E PPT/S/PG 552 SA-17....(9)523-4368
Staples Dorothy J REM/EMP 7802 SA-15..(9)235-9377
Staples William B ACDA/WEC/DI 5741.....21300
Stapleton Seton S/S-O 7516.....21512
Starke Kim T SY/PRS/SD 2519.....23914
Starks Jannis B INR/RAR 7528A.....22331
Starrs Francis R ARA/USOAS 6494.....29444
Staton Betty M INR/RAF/CS 4635.....28738
Stauffer David H PA/HO 3100 SA-1.....27773
Stauffer Stefanie C A/SY/CC/TAG 2435.....21864
Stearman William L A/CDC 1239.....22846
Stedman Louise F A/FBO 321 SA-6.....(9)235-2815
Stedman William P Jr A/CDC 1239.....23209
Steele Bernard T INR/OIS/IHS/DC 6510.....21425
Steele Julie R M/FSI/PER 907 SA-3.....(9)235-8806
Steenhoek Ronald L OC/T 5440.....29554
Steeves William D Jr INR/RNA/NE 4636.....22756
Stefan Adrienne M OES/NEP 7828.....24752
Steigman Andrew L PER/FCA 2328.....21692
Stein Ted L L/UNA 5429.....20557
Stein Theodore DG/MED 2909.....27350
Steinacker Helen C STP/P 528 SA-6.....(9)235-9533
Steinberg Eleanor B OES/NTS 7828.....24812
Steiner Charles J LtC PM/NPP 7327.....21835
Steiner Steven E PM/DCA 7424.....29778
Stemplinski Kathleen A IO/EX/ADM 5323.....21662
Stephan Anne E ACDA/A/BF 804 SA-6.....(9)235-9796
Sterenberg Margaret B OC/T 5440.....23874
Stern Rita G IO/M/SC 5336.....22752
Stern Robert H EA/PHL 5311.....21669
Sterner Michael E NEA 6244.....22460
Stessalavage Joanne H S/AR 6311.....29561

Steuart Darnal C NEA/P 6252A.....22359
Steven Robert S S/S-O 7516.....21512
Stevens Alice A PPT 232 SA-17.....(9)523-4408
Stevens Bradley G A/SY/I 2418.....22412
Stevens Caroline A PPT/O/E 1821A.....28814
Stevens Douglas K Jr A/ISO 19A16.....27956
Stevens Esther B OC/T 5440.....21380
Stevens Gwendolyn PPT 210 SA-17.....(9)523-4335
Stevens Lee R OES/OPA 5801.....20789
Stevens Michael G ARA/USOAS 6917.....21335
Stevens Patricia A EA/EX 4315.....23242
Stevens Phillip A/ISO/FADPC 1921.....27765
Stevenson Mary L PER/CA/FS/SEC 2336.....29526
Stevick Earl W M/FSI 5526 SA-15.....(9)235-1532
Steward Viola G FM/BFD 536 SA-12 20176
Stewart Battie H PPT 362 SA-17.....(9)523-4427
Stewart Betty A A/ALS 504 SA-6.....(9)235-9517
Stewart Carol Y PER/PE 2139.....28108
Stewart David P L/EB 6420.....29311
Stewart Donald E J ARA/USOAS 6916.....22806
Stewart Donald J OC/T 5440.....21640
Stewart Jo-Ann STP/S 532 SA-6.....(9)235-9528
Stewart John T EB/TRA/MA 5826.....20704
Stewart Mitchell PA/EX 6805.....29861
Stewart Sheila M A/FBO 332 SA-6.....(9)235-1057
Stewart Shirley S/CPR 1238.....21702
Stewart Thelma D PER/ER/RET 1251.....23300
Stich Jane IO/DHP 5327.....21108
Stigers Donald W INR/EX 6510A.....21746
Stinson Anne T FMAS/VS B-258.....21634
Stinson Marina W M/FSI 3321 SA-15.....(9)235-9271
Stitt Mary P M/EEO 3214.....25657
Stocker Henry LtCol S/S-O 7516.....20564
Stockman Anita PA/PRESS 2109.....22497
Stockwell David M NEA/ARP 4222.....21794
Stogdale Debra L INR/RMP/SF 6524A.....20926
Stojakovich Kathleen M/MED 2906.....22872
Stokes Carolyn Y PPT 414 SA-17.....(9)523-4265
Stokes Charles A COMP/FO/AD 4705 SA-15(9)235-9261
Stokes Elliot I OC/P SA-4.....(9)235-7005
Stokes Joan P IO/IEP 5321.....20600
Stokes Juanita P A/ALS 506 SA-6.....(9)235-9520
Stokes William N A/CDC/MR 1239.....28770
Stolte Ralph H PPT 414 SA-17.....(9)523-4265
Stone James W M/FSI 5526-A SA-15.....(9)235-1536
Stone Mary S OB/T 1135.....27820
Storch Laurence L/PM 6429.....20568
Storer James A OES/OFA 5806.....22335
Storey Sarah P PPT 414 SA-17.....(9)523-4265
Storing Paul E ARA/MEX 4258.....29293
Stormer R Reed A/ALS 501 SA-6.....(9)235-9467
Stormont Russell M INR/RSE/SI 4844.....29205
Stottlemyer David L IO/PMS 6808.....28588
Stout Carles E OC/TR 2130.....21584
Stout Doyle W OC/PE-L 1305 SA-7.....(9)557-1416
Stowe Priscilla B INR/DDR/REC/CER 8662.....29770
Strahsmeier Rose M ARA/CEN 4909.....20552
Strand Robert ACDA/MA/IR 5919.....23703
Strang Kathleen ACDA/ISP/SA 4495.....20834
Strannigan Elizabeth J ARA/USOAS 6494.....29376
Stratos Mary E L 6425.....22149
Stratton A Paul Jr M/FSI/PER 907 SA-3.(9)235-8806
Stratton Pamela M PER/PPM 4419.....25350
Stratton Stephanie A A/OC/RCO/ARA 44A20.....28948
Straub Alice K EA/PHL 5311.....21221
Straub Larry D M/MO 7527.....20672
Straub Lawrence D A/ISO 1920J.....20277
Straus William W OC/P B-528.....22357
Strawberry Kenneth R FAIM/IS 1890.....23331
Strawberry Wilma H S/P 7312.....29571
Street Clarence E EB/MC 5818.....21157
Street Maggie R L 6419.....22678
Stroman Ethel A PPT 210 SA-17.....(9)523-4376
Stroman Mary E PA/PP 5831.....21433
Stromayer James EUR/WE 5226.....21412
Strother Austin J EB/CTA/CERP 3419.....24765
Struble James C INR/CIS 6510A.....20808
Stuckey Mary T EA/PHL 5311.....29302
Stuckey Robert A/SY/OPS/T 3806A.....29014
Sturdivant Julius L FAIM/PS 1756.....20551
Sturgeon George S OC/PE-L SA-7.....71416
Sturgeon Louise V FMAS/ESC 1252.....23432
Stypmann Charles O OPR/STP SA-4.....(9)339-7001
Subwick W Jean SSM 5212.....22505
Suchan Gregory M PM/NPP 7327.....21835
Suchinsky Allan E PM/MC 800 SA-6.....(9)235-9764
Suddarth Roscoe S P 7240.....21598
Sugarman Robert J IJC 203 1717 H St NW.....24798
Sulak Michael A OC/PE-I 2402 SA-7.....75903
Sullivan Ann M ACDA/ISP/SA 4484.....21542
Sullivan Daniel P INR/IPR/CS 8646.....20370
Sullivan David F OICR/ALP/ITA 7717 Com.....20286
Sullivan E Alice A/SY/EX 2509.....21596
Sullivan John H AA/ASIA 6212.....29223
Sullivan Loreen P ACDA 5933.....28467
Sullivan Mildred J IO/M 5332.....22754
Sullivan Murray L OPR/STP SA-7.....78995
Sullivan Patrick J FAIM/IAP 1239.....29569
Sullivan Paul V SY/PRS/SD 2519.....23914
Sullivan Richard J J AF/S 4238.....29429
Sullivan Roger W EA 6208.....23586
Sult Ernest P OICR/ALP/ITA 7725 Com.....21132
Summers David C S/S-O 7516.....21512
Summers Luther MO/CRM 536 SA-12.....20151
Surber Denise E PER/REM 7520-A SA-15..(9)235-9378
Surber Russell C 7256.....20775
Sussman Colleen A PA/PC/ED 4833.....20713
Sutherland Peter A PER/PCE/PE 2803.....23412
Sutter Eleanor B INR/RSE/SI 4844.....29186
Sutton Aleen B A/OS 234 SA-6.....(9)235-9600
Sutton Cynthia E NEA/INS 5251.....22307
Sutton Gerald M EA/J 4210.....23152
Sutton Greta M FAIM/LR 2442-F.....22662
Sutton Marjorie A A/ALS 947-J SA-11.....23783
Suydam William C EB/MC 5818.....22041
Sveda Russell J S/S-O 7516.....21530
Svendsen Eric E IO/UNP 6334.....20625
Svrcek Sophie A A/OS 234 SA-6.....(9)235-1760
Swafford John M A/SY/PRS/DP 2530.....26173
Swafford Linda O EB/OA/AN 5531.....22654
Swain Levia F Jr OC/PE-M 5435.....23430
Swan Scarlett M S/S-O 7516.....21512
Swankowski Eugene L OC/P B528.....22167
Swanson Nils J S/S-I 7241.....23837
Swartz Linda A S/IG/IS 2317.....20152
Sweeney James J A/SY/E 2424.....23108

Sweeney Rita T AF 6236.....29478
Sweeney Ruth M SSM 7526.....22505
Sweeney Wanda F EUR/RPE 6517.....22709
Sweisthal Renee M PER/CA/FS/EA 2332A.....23312
Swenson Christopher H S/IG/IS 2317.....20152
Swenson Elaine ARA/CEN 4909.....23381
Swierczek Patricia W OC/PE-F/I 2313 SA-7....79510
Swift Lloyd B M/FSI/SLS 901B SA-3.....(9)235-8816
Swinehart Nancy J ACDA/WEC/DI 5741.....20690
Swisher Julian W A/ALS 513 SA-6.....(9)235-9516
Swope M Elizabeth M/MO 7533.....23798
Sykes Cecelia P COMP/FO/FD 6701 SA-15.(9)235-9306
Sykes Jill A A/SY/PSI/I/PVB 2418.....23185
Sykes Kenneth E SY/PRS/SD 2519.....23914
Sylvester John Jr INR/DDR 6531.....20566
Symmes Rebecca D A/ART B-258.....21634
Szlyk Marie G FMAS/LS 2208.....20582
Szopa Eugene S PER/G 6217.....22825

T

Taft George D/LOS 4321.....28233
Taggart Larry D A/SY/SAS 2236.....21040
Tagliani William EB/OT/TEX 3333.....22777
Tait Susan T M/MO 7423.....22552
Takeuchi Kinu M/FSI/SLS 5602 SA-15....(9)235-9395
Talak Ronald FMAS/GS 1493.....28208
Talcott Gregory M INR/REA 8647.....29542
Tamanini Pauline A/EX 3424.....28920
Tambone Lenore PA/PP 5827.....22731
Tan Pedro S A/ALS 504 D SA-6.....(9)235-9519
Tanes Mary OES/SCT 4330.....22958
Tanguay Janet M A/ISO 1921.....21290
Tapley Hattie N CA/VO 800 SA-2.....21978
Tarin John A PPT 414 SA-17.....(9)523-2384
Tarnoff Peter S/S 7224.....22540
Tarnowski Alice ACDA/ISP 4495.....21532
Tarpgaard Peter Cmdr ACDA 5499.....23422
Tarrant James R EB 6822.....28836
Tatum Margaret L CA/EX/S 628B SA-2.....27974
Tatum Richard A/SY/T 3810.....20548
Tatum Robert M FAIM/IS 1239.....28459
Tavlas George S EB/PAS 2833.....20500
Taylor Anthony S BF/FS/A 6314 SA-15...(9)235-9323
Taylor Carl E M/MED 2909.....20663
Taylor Curtis H S/S-I 7241.....23836
Taylor Deborah J A/FBO 324 SA-6.....(9)235-9498
Taylor Donna A/SY/I/WFO 4th Fl SA-15..(9)235-1028
Taylor Edna G INR/OD 6531.....26816
Taylor Elizabeth K COMP/FD 6711 SA-15.(9)235-9326
Taylor Everard S ARA/EX/ADM 3260.....21694
Taylor Gloria S FAIM/LR 3239.....21099
Taylor J Clagett AF/S 5526.....23274
Taylor Lucia ARA/PPC 6911.....29192
Taylor Luther T A/OC/NEA 44A20.....28946
Taylor Marie S FMAS/LS 2105.....21118
Taylor Mary C COMP/FO/FD 6701 SA-15...(9)235-9317
Taylor Paul D EB/ORF/OFP/FPD 3427.....23036
Taylor Philip B ARA/AND 5906.....23076
Taylor Rosemarie ACDA/PA 4936.....28714
Taylor Rush W Jr S/IG 6821.....24738
Taylor Sadie N INR/OD 6531.....22746
Taylor Shirley ARA/RPP 5911.....29362
Taylor T Elkin H 7251.....29036
Taylor Thomas W WRDCO 801 SA-6.....(9)235-9614
Taylor Valine M OC/T 5440.....21640
Taylor Wade A OC/PE-M 5435.....23430
Taylor Willard B CA/EX/AG 1813.....25730
Teare Richard W EA/PHL 5311.....29270
Tegethoff Robert H INR/OIL 8667.....21402
Telford Sidney T A/SY/CC 2435.....22412
Templeman Kathleen EB 6822.....21683
Teplitz Vigdor ACDA/ISP/SA 4484.....23217
Terrell Mazzie V PPT 210 SA-17.....(9)523-4335
Terrell Norman OES/S 7825.....23004
Terry Brenda ARA/RPP 5909.....22267
Terry Kathy A PA 6804A.....20782
Terry Regina L OES/CP 4535.....22284
TeSelle Virgil W FAIM/IAP 1239.....29268
Tessmer Karen S NEA/P 6252.....25151
Testa Julia M INR/RCRS 6527.....23849
Tewey Barbara C ACDA/D 5934.....28462
Thal Dan J PER/FCA/JO 2429A.....27691
Theodore Barbara G ARA 6263.....28386
Thibault Albert A M/FSI 5602 SA-15....(9)235-1537
Thibodeau Catherine F H 7251.....22163
Thielmann Gregory A PM/DCA 7424.....21149
Thies Wallace J PM/SA 7428.....24761
Thimberman Thomas F EUR/RPM 6229.....21358
Thiuri John M M/FSI 5802 SA-15.....(9)235-1537
Thomann Joyce E ACDA 6510A.....20224
Thomas Andrea M M/FSI 5602 SA-15.....(9)235-9395
Thomas Barbara J PER/CCA 2421.....27151
Thomas Betty L M/EEO 3214.....29040
Thomas Brian G CA/CCS/NEA 4817.....24994
Thomas Charles H EUR/RPM 6227.....21627
Thomas Cheryl K PER/REE 7522 SA-15....(9)235-9369
Thomas Cynthia A INR/RAR 7532.....22002
Thomas Dennis OC/P B-528.....20388
Thomas Dorothy E EUR/EX 5428.....23286
Thomas Edgar Jr A/SY/WFO 4th Fl SA-15.(9)235-9345
Thomas Garnett L OC/PE-M Bay A SA-13.....71706
Thomas Jonas L FMAS/GS B-229.....21672
Thomas Joyce I EB/EX 6820.....21527
Thomas Kenneth D EUR/EX 5428.....23287
Thomas Lenora C H 7261A.....21613
Thomas Margaret COMP/FO/FD 6711 SA-15.(9)235-9326
Thomas Martha Ann A/FBO/IDF 324 SA-6..(9)235-9440
Thomas Norman I FAIM/PS 1758-D.....29570
Thomas Oliver J OC/P B-528.....20388
Thomas R A OC/P SA-4.....(9)339-7005
Thomas Sonja D FS/FD/P 6507 SA-15.....(9)235-9286
Thomas Susan P FSI/PER 907 SA-3.....(9)235-8809
Thomas Sylvia L COMP/FO/AD 4705 SA-15.(9)235-9259
Thomas Tanya M BF/OF/CS 6114 SA-15....(9)235-2316
Thomas Una M OC/T 5440.....21640
Thomas Velma J EB/ITP/EWT 3815.....20444
Thomas Wanda L PER/ES/RET 1251.....23300
Thomas Yvonne M ARA/CCA 3250.....29274
Thomason Wanda L PER/ES/RET 1251.....23342
Thompson Barbara V ACDA/A/CS 5660.....23646
Thompson Charles H COMP/FO 7705 SA-15.(9)235-9381
Thompson Doris A/SY/I 4th Floor SA-15.(9)235-9366
Thompson Gilman C 7256.....20775
Thompson James P FMAS/GS B 229.....21672

Thompson Jane E FAIM/IAP 1239.....29569
Thompson Jane M A/ART B-258.....21634
Thompson Janice M STP/S 535 SA-6.....(9)235-9572
Thompson John H COMP/FO/FD 6701 SA-15.(9)235-9308
Thompson Linda M IO/UNP 6334A.....21316
Thompson Llewellyn Jane FMAS/VS B-258.....21634
Thompson Richard A FAIM/PS 1758.....28236
Thompson Richard S EUR/NE 4511.....21194
Thompson Robert E COMP/FD 6804 SA-15..(9)235-9330
Thompson Shirley D CA/PPT/C 5813.....20800
Thompson Wilma L INR/RAF 4635.....27174
Thoms Andrew G H 7251.....28732
Thomsen Samuel B AF/W 4250.....23406
Thomson Barbara F M/EEO 3214.....29040
Thomson William H ACDA/WEC/DI 5741.....20812
Thorn James T A/SY/E 2424.....23142
Thorne C Thomas Jr INR/RAF 4536.....26130
Thorne Carlton E Maj ACDA/OA 804 SA-6.(9)235-2271
Thorne Patricia M FAIM/IAP 1239.....27767
Thornton Ann M A/EX/PMD 2890.....29565
Thornton Gene A OC/T 5638.....20429
Thorpe Faylene D PPT 210 SA-17.....(9)523-4335
Thorpe Shirlee C INM 7331.....28464
Thounhurst Deborah L L/NEA 6418C.....28793
Thounhurst Thomas E INR/OIS/SB 6510.....21347
Thurman Audrey EB/OT/TA 3822.....20797
Tice Donald C S/IG/IS 2317.....20152
Tierney Linda M ACDA/A/SY 5731.....23506
Tighe Thomas C ARA 6263.....29227
Tillman Marsha J PM/DCA 7424.....27973
Tilson Richard SY/PRS/SD 2915.....23914
Timbie James P ACDA/ISP/SA 4495.....21532
Timmins David B EUR/RPE 6517.....28222
Tingle Lydia W FAIM/PS 1659.....28682
Tinsley Barbara A EB/IFD/BP 3331.....21432
Tipton Marian L IO/UNESCO 4336.....22560
Tisdale Margaret ARA/PPC 6915.....23722
Tkacik John J EA/RA/TC 5310.....27710
Tobin James E EUR/SE 5511.....29336
Todd Evelyne J OES/ENR 7819.....28002
Todd James C EB/ORF/FSE 3524A.....26324
Tolson Demetria E A/ISO/FADPC 1921.....27764
Tolson Jerome S PER/PPM 3712 SA-15....(9)235-9622
Tolson Jerome F A 6316.....22714
Tolson Joseph M A/ISO/FADPC 1921.....27761
Tom Margaret S EA 6208.....21363
Toner John SER/MP 1060 AID.....21600
Toney Gerald R CA/OCS/EMR 4811.....25225
Toth Csanad IO 6334A.....20274
Toumayan Alec G FMAS/LS 2212.....23492
Towell Edna J PPT 414 SA-17.....(9)523-4265
Tower William E S/S-O 7516.....20564
Townsend Lewis R REE/BEX 7314 SA-15...(9)235-2168
Tracy Laurie J S/P 7311.....29716
Tracy Thomas M A 6316.....21492
Tragen Irving G ARA 6494.....29422
Trail George A AF/W 4250.....22637
Trainor William J Jr INR/XR 6842.....20805
Trask David F PA/HO 3100 SA-1.....28888
Trattner John H D 7222.....28930
Travers Annie E AF/EX 3517.....20739
Treichel James A EB/TRA/MA 5826.....20703
Tremblay Theodore A A/CDC 1239.....23209
Trendic Sandra J CA/EX 4824.....21158
Trent James L CMC 7310.....21647
Trent Mary V OMSN 3356 Interior.....(9)343-9143
Tretola Mary F PER/FCA/ARA 2336.....29731
Tretola Michael J SY/PRS 2530.....26173
Trevithick John P IO/SCT 1429.....23511
Trimiar Patrice D PPT/S/PG 552 SA-17..(9)523-4299
Trinka Frank G SSM 5212.....29557
Tripp Scott A SY/POS 2509.....23897
Trites William S SY/PSI 4th Fl SA-15..(9)235-1744
Trotter C David EB/CTA/OCA 3336.....22363
Trow Robert E LCol ACDA 4660.....21258
Trowbridge John R RP 7528.....22945
Truitt Michele E PPT/O/E 1821A.....28814
Trujillo Dora M/FSI 804 SA-3.....(9)235-9563
Truly Steve R A/ISO/FADPC 1921.....27765
Trussell Walker SY/CC 2435.....22412
Tsukahira Toshio G A/CDC/MR 1239.....23209
Tubbs Paul S A/SY/T 3810.....22304
Tucci Dominic L PPT 632 SA-17.....(9)523-4308
Tucker Cheryl L PA/PC 4827A.....28203
Tucker Susie J SCS 1813.....23651
Tudor Max R A/OS 234 SA-6.....(9)235-9600
Tully Bruce W SY/PTS 4th fl SA-15.....(9)235-9461
Tumminia Frank EUR/EE 5219.....23298
Tunik Galina FMAS/LS 2208.....27752
Tunis Eric D FSI/SPS 1004 SA-3.....(9)235-8798
Tuohey John J NEA/P 6253.....20666
Turk Lynn S/S-O 7516.....21530
Turley William A Jr PER/MGT/RMR 1609.....23383
Turman Gertrude J COMP/FD 6524 SA-15..(9)235-9325
Turnbull Lawrence ACDA/MA/AT 5499.....23423
Turner Deborah H AF/C 4246.....21707
Turner Delancy M ARA/RPP 6911.....22389
Turner Doris M CA/PPT/O/SIC 334 SA-17.(9)523-4315
Turner Dorothy K PER/PPM 3712 SA-15...(9)235-9593
Turner Francis FAIM/PS 1420.....20368
Turner Joyce A CA/VO/F/P 816 SA-2.....22897
Turner Veronica B S/IG/IS 2317.....20152
Turner Willistine M/MED 2256.....29801
Turpin Leigh A/ALS 501 SA-6.....(9)235-9468
Turqman Thomas T BOC/OED 3409 Com.....(9)377-2037
Turrentine Archelaus R OES 7813.....28056
Twiford Michael J A/SY/NSU 2534.....28524
Twinam Joseph W NEA 6244.....29076
Twining Charles H EA/ANZ 5210.....29690
Twombly John F III ACDA/ISP 4487.....27374
Tyler Carrie E FAIM/PS B844F.....22518
Tyler Eva O M/FSI/SLS 904 SA-3.....(9)235-8799
Tyler Portia F FAIM/DIR B266.....23602
Tyson Judith M M/COMP/FO/AD 6104 SA-15(9)235-9341

U

Uhrman Simon PER/PMS/PPM 413 SA-6.....(9)235-9593
Uji Carol A CA/MGT 4824.....23118
Ullrich Daniel W OC/TERP 44A20.....29824
Ulmer Sandra Y EUR 6226.....21566
Ulsh Jack L M/FSI 500-B SA-3.....(9)235-1445
Unkle Dorothy B OES/SAT 4333.....22432
Upston John E IO/UCS 500 SA-2.....22762
Urban Elayne J CA/VO/L/C 700 SA-2.....21914

Urbaniak Leo A/SY/I/WFO 4th Fl SA-15..(9)235-1659
Utterback Joan IO/UNESCO 4336.....23619

V

Vaky Viron P ARA 6263.....29210
Valdes Philip H A/CDC 1239.....23209
Valdez Abelardo L S/CPR 1232.....20866
Valenstein Carl A ARA/ECA 4908.....20553
Valk Lois A S/IG 6821.....23766
Valkenburg Mary Lyn ARA/PPC 6910.....23722
Vallese Domonic PER/MGT/AS 2129.....22190
Van Beek John P FAIM/LR 2442-C.....22053
Van Buren Lester M FAIM/IAP 1239.....21704
Van Buren Susie A B/FMS 1801.....23416
Van Buskirk Alden DS/ENGR 570E SA-14..(9)235-9816
Van DerLyke Joan L L/ARA 5527A.....20735
Van Doren Charles N ACDA/NP 4930.....23466
Van Edwards Ellen O OICR/ALP/ITA 7719 Com...20824
Van Hollen Edith INR/RNA/SOA 4636.....28418
Van Ravenswaay Lyle CA/VO 710 SA-2.....22916
Van Reigersberg Stephanie R FMAS/LS 2204....28916
Van Valkenburg David R S/S-O 7516.....21512
Van Wert James INM 7809.....28726
Vance David H INR/REC/TR 8440.....22301
Vance M Suzanne ACDA/D/SA 5933.....28478
VanDerLyke Joan L L/ARA 5527A.....20734
Vanderburgh Eileen B INR/OIS 6510A.....22555
Vanhook Melvern COMP/FO/FD 6705 SA-15.(9)235-1418
VanRavenswaay Lyle CA/VO/P/IW 712 SA-2.....22916
Vargas Felix C Jr P 7240.....21574
Vargas Loretta T EUR/EX 5424.....20262
Varner John W FAIM/IAP 1239.....20543
Varros George P SY/FIPS 2422.....20941
Vaughn Marion F PPT 584 SA-17.....(9)523-4318
Vaznaugh Frederick S ARA/USOAS 6917.....22317
Vea Theodore H A/FBO/BDC 327 SA-6.....(9)235-9489
Veale William C PM/DCA 7424.....21862
Veitengruber Loraine A/FBO 321F SA-6..(9)235-9445
Verity Eileen D FMAS/GS 1493.....23636
Verner Cheryl G FAIM/IAP 1239.....29265
Verrier Alfred J OC/P 44A30.....21198
Verville Elizabeth G L/EA 6427.....23039
Vest George S EUR 6226.....29626
Vezina Mary A CA/PPT 5813.....20897
Vicini Eileen F PER/FCA/SEC 2336.....29494
Vick Michael R EUR/RPM 6229.....20710
Vilches Agustin G M/FSI 412 SA-3.....(9)235-8834
Villegoureix-Ritaud Phyllis PER/FCA 2332....23333
Vincent Christine C RP 500 SA-2.....24698
Vincent John W AF/P 3509.....24271
Vogel Lynn EB/ORF/FSE 3638.....20354
Vogel Paul SY/PRS/SD 2519.....23914
Vogelgesang Sandra L EUR/PP 5224.....28968
Von Briesen Mary EA/PRCM 4318A.....21436
Von den Steinen Erwin W EUR/CE 4228.....20414
Voss Donald H INR/REC/DD 8722.....22214
Voultsos Mary PER/FCA/E-C 2417A.....29766
Vowels Grace E OC/T 5440.....23455

W

Wade Julia V INR/RNA/NE 4524A.....28422
Waggoner Loring A RP/OAR 507 SA-2.....25318
Wagner David A OC/PE-R 1406 SA-7.....72216
Wagner David G ARA/PAN 4258F.....24960
Wagner Geraldine N CA/EX/R 1813.....25730
Wahab Eloise L CA/EX/R 1813.....29180
Wahl Dolores INR/OIS/OD 6510.....21312
Waight James W WRDCO 801 SA-6.....(9)235-9614
Waiters Willie D OC/T 5440.....23455
Wajda Thomas J OES/NTC 7828.....29436
Walck John A WRDCO 801 SA-6.....(9)235-9614
Wales Jane M PA 6800.....20596
Walker Byron P S/IG/IS 2317.....20152
Walker Dianna H FAIM/RM B-242.....20419
Walker Dimple M FAIM/PS B-884.....20932
Walker Dorothy COMP/FO/AD 4705 SA-15..(9)235-9325
Walker Dumont A OC/T 5440-G.....23418
Walker Elsie D PPT 260 SA-17.....(9)523-4259
Walker Gerald H OC/S 6442.....21784
Walker Harriett ACDA/A/CS 5660.....23646
Walker Jenonne S/P 7419.....28613
Walker Kathleen M INR/RSE 4758.....29195
Walker Lannon AF 6234A.....23218
Walker Lynda M EB/OFP/FPG 3427.....20563
Walker Margaret OES/NEC 4327A.....22245
Walker Myrtice PPT 414 SA-17.....(9)523-4265
Walker Nancy ACDA/MA/AT 5499.....23424
Walker Ned S/SN 7260.....25324
Walker Ruth R PER/G 6217.....22825
Walker Sandra FD/CC/TC 6524 SA-15.....(9)235-9325
Walker Ulysses V FMAS/GS B299.....21672
Walker Wendy M A/OS 234 SA-6.....(9)235-9600
Walker William G S/IG/IS 2317.....20152
Wall Louise H PPT 250 SA-17.....(9)523-4377
Wall Marc M EB/ORF/TRP 3421.....20612
Wallace Anthony H FCA/E-C 2417A.....29764
Wallace Betty J PPT 214 SA-17.....(9)523-4334
Wallace Celestine L OES/CP 4535.....22232
Wallace Daniel A/SY/DIS 2426.....24036
Wallace Freddie C INR/RWE 4644.....21741
Wallace John D OPR/STP SA-7.....78995
Wallace Josephine E IO/PPR 6808.....28588
Wallen James Jr SSM/E 5212.....24206
Waller Russel S A/SY/T B-240.....22275
Walls Phillip J A/FBO 321 SA-6.....(9)235-2814
Walsh Leonora L PPT/S/PS 302 SA-17....(9)523-4230
Walsh Stephen EB/EX 6820.....21480
Walsh William J III OES/ENH 7819.....24824
Walter Michael AF/W 4252.....23395
Walters Anthony J SY/PRS/SD 2519.....23914
Walters Jannie I CA/VO 713 SA-2.....21996
Walters Paul EB/ICD/TRP 3421.....25181
Walters Susan J ARA/PAN 4913.....24987
Walton Nyle K INR/DDC/MP 6845.....29674
Walton Rosa M M/MED 2906.....23642
Wanagel Michael SY/PRS/SD 2519.....23914
Want Mary Dorothy A/FBO 311 SA-6.....(9)235-9488
Ward Edna A/EX 1881.....27565
Ward Everett B FAIM/PS 1758.....29570

Ward James L CA/OCS/EMR 4800.....29018
Ward Jennifer AF/I 5232.....21138
Ward John K IO/UNP 6328.....21316
Ward June S/R 7526.....25822
Ward Louise S/CPR Blair House.....29825
Ward Marvin E Jr A/ISO/FADPC 1921.....27764
Ward Stephen E S/P 7328.....28664
Ward Timothy P PPT 414 SA-17.....(9)523-4265
Wardell Gary M/COMP/FO 6604 SA-15.....(9)235-9300
Ware Calvin H AF/EX 3517.....21359
Ware Sylvia R INR/OPS 6635.....21506
Warg Edward A OC/PE-M 3536.....23430
Warne Robert W ARA/CAR 3242.....22621
Warner Margaret E OC/OP 44A20.....21438
Warner Pamela D NEA/ARN 6250.....22670
Warpula Karin L S/S-S 7241.....28348
Warren Clarence A III OC/P B-528.....21091
Warren M Irene IO/M/IR 5332.....21526
Warren T Louise EB/CTA 3336.....21498
Warren Thomas J OC/PE SA-7.....79530
Warvàriv Constantine IO/TRC 4806.....27930
Warzywak Esther J ES/NEP 7828.....29826
Washburn John IO/IEP 5321.....21654
Washington Gary J FAIM/PS B845.....21104
Washington Paul M FAIM/PS 1853.....21632
Washington Venny Z PER/MGT/OS/SP 1329.....22051
Waterman Daniel F AF/EPS 5242A.....21381
Waters Donna L PPT 232 SA-17.....(9)523-4408
Waters Juanita A A/FBO 335 SA-6.....(9)235-9494
Waters Lynette R M/COMP/CR 6314 SA-15.(9)235-9323
Waters Robert C ACDA/PA 4670.....29850
Waters Yvette M REE/ESD/AS 7507 SA-15.(9)235-9410
Watkins Calvin S ACDA/PA 4936.....21593
Watkins Charles E IO/EX/OB 5333.....21398
Watkins Dewey R Jr BF/OF 4705 SA-15...(9)235-9315
Watkins Floyd NEA/EX 6243.....21681
Watkins Lillian PPT 360 SA-17.....(9)523-4267
Watkins Randy PM/MC 800 SA-6.....(9)235-9758
Watkins William COMP/FO/FD 6524 SA-15.(9)235-9312
Watson Barbara M CA 6811.....29576
Watson Bobby L NEA/EX 4245.....21234
Watson Donna J PPT 600 SA-17.....(9)523-4415
Watson Doris E PM/MC 800 SA-6.....(9)235-9771
Watson Douglas K PER/FCA/ARA 2336.....29732
Watson Ellen V PER/FCA/SEC 2336.....29526
Watson Gloria A PPT 414 SA-17.....(9)523-4265
Watson Kimm S M/MO 7423.....20688
Watson Lorna E ACDA/Np/NX 4931.....27906
Watson Margaret A INR/XR 4110 SA-15...(9)235-9422
Watson Olivia W M/MED 2260.....23595
Watson Paula J OPR/STP SA-7.....78995
Watson Samuel J LtCol EUR/RPM 6513.....22127
Watts Norris B OC/T 5440.....29554
Watts Richard J SY/I/WFO 4th fl SA-15.(9)235-1749
Watzman Sanford DG/PA 6808.....22019
Wayman Kenneth L REE/EFD 7314 SA-15...(9)235-9246
Weare Josephine W DG/FCA/PAS/PC 1828.....22642
Weatherford William O OC/T 5440.....21641
Weaver Charlene L MGT/PS/RET 1251.....23342
Weaver Jessie S/S-I 7241.....23836
Weaver Joanne E GAO/ID 1821.....23276
Weaver Kathleen S INR/DDC 8667.....20386
Weaver Patricia A NEA/AFN 5250.....22300
Webb Robert B OC/PE-PT 1114 SA-7.....78640
Weber Norman E OC/T 5440.....23455
Webster Estella E M/MED 2906.....22198
Wedge Anita A/FBO 314 SA-6.....(9)235-9495
Wedlock Henry I INR/RSE 6510.....21302
Weedon George A OC-T/MPI 5438.....20595
Weiler Lawrence ACDA/PA 401 SA-6.....(9)235-9572
Weinstein Alan PER W119 SA-1.....20966
Weinstein Allen I M/FSI 3321 SA-15....(9)235-9271
Weir John Airlines Office 1243.....23556
Weir William D ACDA/WEC/DI 5741.....20812
Weirick John V OC/T 5440.....29860
Weislogel Winifred S S/IG/IS 2317.....20152
Weiss Walter F A 6316.....21492
Weist Ronald A A/S-I 7241.....23836
Welch C David T 7208.....28074
Welch Linda Lee TA 3917.....20686
Wellman Bruce T A/SY/T/NSU 3810A.....20914
Wells Sherrill B PA/HO 3100 SA-1.....25216
Welty Dean L INR/REA/NA 8840.....22100
Welz Fred C LA/DR 2242 AID.....28128
Wendler Heather ACDA/ISP/SA 4486.....21542
Wenick Martin A EUR/SOC 4223.....29370
Wenk Judy C PA/PP/W 5831.....22133
Wentz Joyce M S/S-S 7241.....21522
Wenzel Robert H PER/FCA/SO 2809.....21417
Weppner A Virginia L/N 6420.....21550
Werner Theresa S DG/PER/CA 2421.....23352
West Corinthia E FMAS/FO/FD 6701 SA-15(9)235-9292
West Doris M AF/EX 3513.....21409
West M Denise FAIM/PS 1841.....21068
West Robert R PER/PPM 4419.....23205
West William R OC/P B-528.....20882
Weston Thomas G H 7251.....21246
Wetherbee Mickey J S/AR 6311.....29560
Weygand Anna L M/FSI/SLS 3321 SA-15...(9)235-9271
Weygand Karl F PER/SRS 2429A.....29432
Weyres Virginia S/IG/IS 2317.....20152
Whalen Maureen M/WCW 1004.....28958
Wharton Faye E M/MED 2260.....21197
Wharton William B CA/PPT/C 5813.....20896
Wheeler Harold P Jr Col OES/APT/SA 7823.....22434
Wheeler Michael O S/S 7224.....22540
Wheelock John REE/BEX 7314 SA-15.....(9)235-2168
Whitaker Evelyn E INR/EX 6639.....22502
White Angela E PER/FCA/EUR 26A11.....28189
White Bruce N FAIM/PS B648.....21253
White Cheryl R PER/ES/BA 1822.....23764
White Dorothy J AF 6234A.....22447
White Eilleen C NEA/EGY 6251.....22802
White Eleanor E L/EX 6417.....22168
White Franchot E A/SY/T B-240.....22275
White George M EB/OT/STA 3331.....20889
White Jane E M/MED 2906.....23642
White Jeffrey B INR/PMT 6510.....23361
White Jeffrey S EUR/EX 5424.....20456
White John M A/OC 44A19.....28946
White Joseph P A/FBO 327 SA-6.....(9)235-9480
White Joyce A FAIM/IS 1239.....20420
White Keidth M FAIM/IAP 1239.....29265
White LaVerne W EB/TRA/MA 5826.....20705
White Margaret G COMP/FO/FD 6804 SA-15(9)235-9327
White Marie B FAIM/PS 1758.....29570

White Mary M CA/EX/AC 4818.....22843
White Michael J CA/CCS/EA 4817.....23675
White Pat INR/P 6845.....28304
White Pearlie A EUR/SOV 4229.....22577
White Rodger FAIM/IS 1239.....21709
White Sue ACDA/NP/NE 4953.....21140
White Susan Y A/ISO/FADPC 1921.....27765
White Wayne INR/RNA/NE 6510.....23236
Whitehead Benny W Jr CA/EX/A 1803.....26455
Whitehead Mae R FAIM/IAP 1239.....20542
Whitener Russell P M/COMP/BP/FC 1332.....28256
Whiteside Ruth A EUR/WE 5226.....21726
Whiting Albert A FMAS/VS B-258.....21634
Whiting Alpha J A/FBO/BDC 327 SA-6....(9)235-9511
Whiting John D ARA/PAN 4913.....24983
Whitlock George E A/ISO 1921.....22237
Whitlow William R PPT/O/WNP 210 SA-17.(9)523-4376
Whitman Gerald J ARA/ECA 4908.....22313
Whitman Torrey S PER/CCA 2820.....22818
Whitney Jane REE/BEX 7314 SA-15.....(9)235-9236
Whitney Patricia A EA/PHL 5311.....29302
Whitney Peter ARA/AND 5906.....22575
Whitney Thelma COMP/FO/FD 6713A SA-15.(9)235-9321
Whitridge Jack OC/P B-528.....22936
Whittington Regina L EA/ANP 5210.....29690
Whitworth William R PER/CCA 2421.....23352
Wiant Jon A INR/REA/SA 8647.....29542
Wicker Linda E COMP/FO/FD 6713A SA-15.(9)235-9321
Wickham Anne M OES/ENR 7819.....28002
Widenhouse Thomas M PER/FCA/AF 2830.....27661
Wieckoski Gertrude L PER/ES/RET 1251.....29315
Wienckowski Wanda PER/REE 7420A SA-15.(9)235-9233
Wiggins Frontis B REE/BEX 7314 SA-15..(9)235-9367
Wiggins Nina M ACDA/NP/NE 4953.....27751
Wiggins Walter T ACDA 5672.....23645
Wilber Margie R FAIM/PS 110 SA-1.....26528
Wilcox George O OC/T 5440.....23475
Wilcox Richard H ACDA/WEC 804 SA-6....(9)235-2200
Wilde Barbara J ACDA/MEA 5443.....20750
Wilde Robin J ACDA/OA 804 SA-6.....(9)235-2203
Wilds Billie A M/MED 2906.....23484
Wiles Patti M EB/IFD/OMA 4830.....22580
Wilfort Brenda M FAIM/IAP 1239.....29569
Wilhelm Julie M M/FSI 100 SA-3.....(9)235-8730
Wilhoit Elizabeth G PPT 414 SA-17.....(9)523-2385
Wilkes Roland A A/SY/I/WFO 4707 SA-15.(9)235-2172
Wilkes William AF/OC 2139.....23413
Wilkins James R OC/P B-528.....21268
Wilkinson Etta I OC/T 5440.....20595
Wilkowski Jean M T/CST 1004.....29016
Willenz Eric INR/XR 6842.....22225
Williams Ann PER/FCA 2328.....21692
Williams Aretha M FAIM/PS 7435.....29409
Williams Barbara J A/EX/PMD 1880.....26550
Williams Barbara P PM 7317.....21387
Williams Bertha NEA/EX 4243.....21235
Williams Carman C EB/EX 6820.....21480
Williams Charles S/S-EX 7517.....20208
Williams Clarie B M/MED 2906.....21607
Williams Clementine E A/SY/DIS 2426.....20817
Williams Doll T S/S-I 7241.....23836
Williams Elise E PPT 562 SA-17.....(9)523-4294
Williams Evelyn M FAIM/PS 1847.....22516
Williams Floyd J DS/AGR 411C SA-18....(9)235-8893
Williams Frank M Jr M/COMP/FS 1801.....22094
Williams Frederick ACDA/GC 5534.....20450
Williams Frednell PER/MGT/EX 2129.....22190
Williams Gloria CA/VO/P/IW 712 SA-2.....21897
Williams Gloria J CA/VO/P/IW 712 SA-2.....21963
Williams Grace IO/OIC 1515.....28336
Williams Hazel A OC/T 5440-G.....23418
Williams Hazel L PPT 584 SA-17.....(9)523-4318
Williams Helen R OC/T 5440.....21642
Williams Helen W M/MED 2906.....23554
Williams Howard F EA/EX 4313.....23102
Williams Izella H AF/W 4250.....20673
Williams James A EUR/SE 5511.....21562
Williams Janet ACDA/WEC/TT 404 SA-6...(9)235-2575
Williams Jessie M FAIM/IS 1239.....20420
Williams John P OC/P B528.....21305
Williams Joseph C OC/P B-528.....22243
Williams Joyce E IBC 150 425 I St NW..(9)783-9151
Williams Judith A A/SY/OPS/T 3810A.....22304
Williams Lorraine PPT 362 SA-17.....(9)523-4427
Williams Paula B CA/PPT 5805A.....20000
Williams Penelope PA/PP 5831.....22134
Williams Phyllis M EUR/RPM 6513.....22381
Williams Raymond C A/FBO 314 SA-6.....(9)235-2816
Williams Roy M OC/T 5440-G.....23418
Williams Susan M EB/PAS 2833.....21548
Williams Teresa E CA/VO/P/C 713 SA-2.....21922
Williams Thomas L Jr FMAS/VS B-258.....21634
Williams Thomas L M/EEO 3210A.....25657
Williams Wallace R A/SY/PRS 2519.....23914
Williams Wanda R PPT 414 SA-17.....(9)523-4265
Williams Wesley FAIM/PS B-884.....20932
Williams Willi J OC/P B-528.....21268
Williams Yvonne P EUR/EX 5428.....20579
Williamson Doris PA/PP 5831.....28660
Williamson Feaster F S 7226.....21325
Williamson Irving A Jr Eb/OA/AVP 5535.....22439
Williamson Jessicener PHA 314 SA-16...(9)235-8675
Williamson Richard L ACDA/NP/NX 4931.....21160
Williard James G FAIM/IAP 1239.....20749
Willimann Marie-Louise PER/FCA/EA 2332A.....23312
Willing Judith A BF/FS 6709 SA-15.....(9)235-9291
Willis Celeste T PPT 362 SA-17.....(9)523-4427
Willis Franklin K L/EB 6420.....20242
Willis Julia W L/EUR 5417A.....22559
Willis Rosa M PPT 562 SA-17.....(9)523-4295
Willner Robert T INR/CIS 6510-A.....20808
Wills Beverly A INR/REC/RED 8732.....25168
Wills Mary E ES 5655 AID.....22564
Willson Carolyn CA/PPT 5813.....20800
Wilson Arlen ARA/CEN 4909.....28148
Wilson Barbara E EA/PRCM 4318A.....22656
Wilson Barry N OC/P B-528.....23094
Wilson Carlton L OC/P B-528.....20388
Wilson Costello P FMAS/VS B-258.....21634
Wilson David EB/OT/GCP 3830.....21414
Wilson David O A/EX/ASD 3420.....29414
Wilson Etta INR/DDP 6635.....21038
Wilson Frances M EB/EX 6820.....22720
Wilson Gwynette COMP/FO/FD 6701 SA-15.(9)235-9384
Wilson Joseph C IV AF/EX 3517.....20744
Wilson Joseph H INR/OIS 6510.....20906

Wilson Mary E FMAS/LS 2204.....20508
Wilson Mary Lou FSI/ES 1209 SA-3.....(9)235-8875
Wilson Mary Z IO/OIC 1513.....21540
Wilson Peter S/P 7316.....21095
Wilson Robert J OPR/STP SA-7.....78995
Wilson Roosevelt Jr OES/EX 7818.....20589
Wilson Shirley R PER/FCA/EA 2332A.....23312
Wilson Stephanie ACDA/GC/CON 804 SA-6.(9)235-8248
Windear Catherine A ACDA/A/CS 5666.....21020
Winder Ruth J EUR/EX/PMO 5428.....20598
Winder Walter R FAIM/IS 1239.....20420
Wineberger Donna PER/FCA 2822.....22635
Winfree Robert M 5895 Comm.....22070
Wing Herbert G IO/DHP 5327.....27308
Winn David M NEA/ARN 6250A.....21018
Winnett George Jr H 7251.....21608
Winstanley Ralph ARA/PPC 6913.....20527
Winston Eleanora PPT 362 SA-17.....(9)523-4427
Winston Emogene E PPT 210 SA-17.....(9)523-4335
Winter Dolores I HA/EX 7802.....28186
Winter Harvey J EB/IFD/BP 3331.....20786
Winter Kenneth J GAO/ID 5915.....20602
Wise Sheila L M/COMP/BP/FC 1332.....28256
Wiszka Olga S OES/OFA 5806.....22379
Witmer H Scott A/FBO 319 SA-6.....(9)235-8311
Witt William H A/CDC 1239.....23209
Witte Jeanne B PER/FCA/SEC 2336.....29494
Wiznitzer Caroline P EUR/EE 5217.....23655
Woboril Marilyn J EUR/EE 5220.....23130
Wochos Suzanne C IO/OIC 1428A.....20945
Woellert Donald L OC/TR 2130.....21584
Wolf Christina H SY/FO 38A00.....23122
Wolf John S EB/IFD/OMA 4830.....20633
Wolf Raymond L OC/T 5440.....22143
Wolf Rowena E L/EB 6420.....20242
Wolf Victor Jr RP 510 SA-2.....24020
Wolfe Mack C OC/PE-E 2314 SA-7.....79531
Wolfe Martin S M/MED 2915.....23401
Wolfe Marvin L S/IG/IS 2317.....20152
Wolff Patricia STP/P 532 SA-6.....(9)235-9532
Wolfson Philip J A/CDC 1239.....23209
Wollan David S ACDA/ISP/SA 4923.....27904
Wollemborg Leo R S/S-O 7516.....21512
Wolridge Dianna P S/CPR 1232.....27984
Wolter Mary C FMAS/LS 2208.....20508
Womack Theresa P PER/MGT/OS 1817.....27915
Wong Wayne OB/RME 1331.....23881
Wood Amy J FMAS/LS 2212A.....21102
Wood Beverly S A/CDC 2811.....25199
Wood Dorothy E CA/VO 713 SA-2.....22921
Wood Glynn L M/FSI 402 SA-3.....(9)235-8845
Wood Harlee E INR/OIS/IHS/DC 6510.....20906
Wood James W L/M 5425A.....29516
Wood Nancy C INR/RNA/RA 6510A.....21261
Wood Peter S INR/OIS/CIS 6510-A.....20808
Woodbury Wendell W IO/IEP 5321.....21655
Wooddy Timothy W OC/PE-R 1402 SA-7.....72216
Woodland Lorretta D PPT 414 SA-17.....(9)523-4265
Woodring Patricia A IO/OIC 1511.....20618
Woodruff Arthur H PER/FCA 2328.....28312
Woodruff Bessie M/COMP/FO 7709 SA-15..(9)235-9338
Woods Anne B EB/OT/TA 3822.....22742
Woods Helena EB/OA/AVP 5535.....23046
Woods Henrick R PA/PP/N 5831.....22234
Woods Michael J A/SY/DO 3811.....20746
Woods Wilbert COMP/FO/FD 6701 SA-15...(9)235-9299
Woodson Alfreda R PPT 260 SA-17.....(9)523-4259
Woodward Donald R S/IG/IS 2317.....20152
Woodward Hugh McL A/CDC 1239.....23209
Woody Ronnie D EB/ICD/ISM 3531.....20828
Woolf I D A/ISO 12B64A.....22692
Woolfley H L Dufour EUR/NE 4513.....20529
Woolston Charlotte A EUR/NE 4513.....21723
Woolwine W James EB 6822.....21683
Wooten Willie C M/MED 2256.....29801
Workman Clarence E Jr MPI 5440.....20595
Worsham Helen M A/SY 2513.....21536
Worsley Irish J INR/DDC/OIL 8646.....20952
Worthen Penny M ACDA/D/SA 5933.....28478
Worthington J M/MED 1163 1176 Pa Ave..(9)724-9621
Wozniak Suzanne EB/ORF/TRP 3421.....22295
Wray Eugenia L AF/C 4246.....23139
Wrenn Kenneth W OC/P SA-4.....(9)339-7005
Wright Dolores R OES/SAS 4333.....22841
Wright Elizabeth PPT 210 SA-17.....(9)523-4335
Wright Johnna M SY/DO 1258.....23212
Wright Lacy A Jr EUR/WE 5230.....22453
Wright Margaret M DG/EM 2820.....22827
Wright Martha IO/MPC 5328.....28603
Wright Toya C PPT 262 SA-17.....(9)523-4244
Wright William A INR/OIS/IHS/DC 6510.....20906
Wrobel Florence J M/FSI 1102 SA-3.....(9)235-8772
Wroblewski Mary R EB/IFD/ODF 2529A.....29426
Wulf Norman A OES/OMS 5801.....20853
Wyatt Hazel ACDA/A/PER 5720.....22034
Wyman Charles M CA/CCS/NEA 4817-G.....23208
Wynes M Deborah IO/M/BA 5336.....21546
Wyrough Richard R ARA/PAN 4913.....24982

Y

Yamamura Robert A OC/PE-E 2307 SA-7.....79743
Yambor John F A/FBO/CR 321C SA-6.....(9)235-9445
Yameogo Guadalupe T CDA/FS/AF 2830.....27662
Yarmolinsky Adam ACDA/D/C 5923.....24924
Yates Arnita D M/MED 2906.....23552
Yates Cheryl D BF/FS/A 6711 SA-15.....(9)235-9323
Yates Warren G M/FSI/SLS 5602C SA-15..(9)235-9395
Yaukey Raymond S OICR/ALP/ITA 7719 Com.....20824
Yeadon Janice PER/FCA/EA 2332A.....23312
Yellman Donald J OES/OFA 5806.....21948
Yelton Nancy A PER/FCA 2328.....21692
Yoden Mary A CA 6811.....21488
Yodzis Joseph R PER/FCA/A 2807.....23438
Yohn Michael V B ARA 6494.....29483
Young Arthur R FMAS/VS B-258.....21634
Young C Ray ACDA/A/CS 5666.....21020
Young Carol A/FBO 321 SA-6.....(9)235-2816
Young Darrell A OC/P B-528.....21090
Young Darrell H FMAS/GS B299.....21672
Young Deborah A CA/VO 800 SA-2.....21911
Young Frances R RP 418 SA-2.....25305
Young Harry F PA/PC 4835.....24915
Young James R FMAS/GS B-235.....21220
Young Jamie F ACDA 4494.....28099

Young Joan P EA/VLC 6317.....23132
Young Johnny PER/FCA/A 2820.....23439
Young Lawrence MO/CRM B-461 AID.....28392
Young Lee E FMAS/GS B-229.....21012
Young Phyllis A PA/PC/ED 4833.....20713
Young Sandra E A/EX/PMD 1880.....26550
Young Sarah M CU/BFS 4825.....22844
Young Sonja D EUR/SCAN 5515.....21557
Young Theodore N OCT 5440G.....23418
Young Thomas S EA/EX 6310A.....29551
Young Valerie PPT 210 SA-17.....(9)523-4335
Young Valria C EB/OT/GCP 3830.....21326
Young Vernetta M M/FSI-SLS 901 SA-3...(9)235-8816
Young Watt S Jr FAIM/PS 1758.....29335
Young William E A/EX/PMD 1880.....26597
Younger Sandra E SY/DO 3811.....21621
Youngflesh Kay CA/FS/ARA 2336.....22063
Younts George R OC/PE 2201A SA-7.....79532
Yurchak Marlene PER/ES/RET 1251.....23342
Yutzey Joyce F PA/PP/W 5831.....22687
Yutzey Viona J PER/REE 7520A SA-15....(9)235-9378

Z

Zackery Reginald C A/ISO/FADPC 1921.....27764
Zaldivar Marie RP/EUR 510 SA-2.....23297
Zamarrippa Beatrice K OC/T 5440.....21823
Zappala Stephen P J M/FSI 501 SA-3....(9)235-1448
Zarechnak Dimitry FMAS/LS 2214.....22201
Zavada Julia H FMAS/LS 2212.....21529
Zeliff Shirley Maj ACDA/OA 804 SA-6...(9)235-2205
Zerden Mal CA/MGT 4824.....23528
Zern Jeanne E AF/W 4250.....28437
Zerolis John W OES/OPA 5801.....24971
Ziccardi-Randolph Marguerite S/AR 6313.....29793
Zimmerman Julie A WFC/ABCAR 7717 SA-15(9)235-1950
Zimmermann Robert W A/CDC 1239.....23209
Zinoman Murray D EA/RA/TC 5310.....27710
Ziolkowski John J NEA/ECON 5253.....26986
Zipser Janet R A/ISO 19A13.....28820
Zobel Mary H M/COMP/FO/AD 6205 SA-15..(9)235-9264
Zopfi Thomas M III A/SY/PRS:DD 2519.....23915
Zorn Richard H II EB/ORF/OFP/FPD 3427.....22124
Zu Pappenheim Alexandra PPT 358 SA-17.(9)523-4319
Zucca Albert L EB/CTA/OCA 3334.....28097
Zukauskas Rita A OC/T 5440.....23445
Zuraski Phyllis L CA/VO/L/A 611 SA-2.....21960
Zylman Jon G IO/EX/DAR 3428.....27992
Zyvoloski Mildred I IO/OIC 1517.....22650

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(See also inside back cover)

S	OFFICE OF THE SECRETARY	300

Extension

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Executive Assistant Leon G Billings 7226.....29572
Special Assistant Robert R Rose 7231A.....29572
Special Assistant Arnold L Raphel 7226.....29572
Special Assistant Gayle Cory 7234A.....23778
Special Assistant Leslie K Finn 7234A.....23778
Special Assistant Richard L Baltimore III 7226.....29572
Special Assistant John Evans 7226.....29572
Personal Assistant Carole A Parmelee 7226.....24910

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Deputy David H Shinn 7815.....20969

Ambassador at Large and Coordinator for Refugee Affairs (S/R) Victor H Palmieri 7526.....23964
Deputy US Coordinator Frank Loy 7526.....25822

Assistant Coordinator for Domestic Affairs Carol Hecklinger 7532.....25230

Assistant Coordinator for Congressional Liaison and Public Affairs (Vacant) 7532.....25203
Special Assistant Beverly Zweiben 7526.....21318

Ambassador at Large and Coordinator for Mexican Affairs (S/MEX) Robert Krueger 7509.....20390
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*Unless otherwise indicated area code is 202

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Richard J Gookin 1232.....27984

Assistant Chief of Protocol for Visits
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Assistant Chief of Protocol for Administration
Jim D Mark 1238.....21702

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Deputy Executive Secretary L Paul Bremer III 7224.....28448
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A, AF, INR, ICA, S/IG, CA, HA, INM, ARA,
S/MEX, S/PH, L, M, M/DG, M/MO 7241.....21522
H, NEA, EA, S/R, PA, S/SLG, S/SN, S/ES, RP,
EB, E, AID, D/CT, S/IL, IDCA 7241.....28062
ACDA, SALT, DOD, EUR
OES, UNA, IO, PM, LOS, S/AR
S/AS, S/MS, T (non-prolif
& arms transfers), PM 7241.....28338
Correspondence Review M Elizabeth Denham 7241...21295
White House Correspondence Review
& Management Analysis Julie Jacobson 7241.....23011
NSC Reports Officer Sheila B Lopez 7241.....25804
White House Congressionals Joyce Wentz 7241.....28338
Operations Center (S/S-O)
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Deputy Director Thomas R Reynders 7516.....22522
Senior Watch Officer.....21512
Editor.....21530
Military Representative.....20564
Information Management Section (S/S-1) Director
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Secretariat Automated Data Index Unit (SADI) 7241...23836
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Deputy Coordinator John A Warnock 4234.....23662
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Olympic Liaison (S/OL) Nelson C Ledsky 7535.....24808

D — OFFICE OF THE DEPUTY SECRETARY — 301

Deputy Secretary Warren Christopher 7th Fl.....29640
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Special Assistant Douglas A Dworkin 7220.....21094
Special Assistant Robert L Deitz 7220.....22474
Special Assistant G Eugene Martin 7220.....21092
Personal Assistant Jacquelyn T Hill 7220.....29640
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Deputy Director George Taft 4321.....28233

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Office for Combatting Terrorism (D/CT)
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Deputy Director Frank H Perez 2238.....28541

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Utilization Charles R Doscher (Acting) 528 SA-6.....235-9524

P — UNDER SECRETARY FOR POLITICAL AFFAIRS — 302

Under Secretary David D Newsom 7th Fl.....22471
Executive Assistant Roscoe S Suddarth 7240.....21598
Special Assistant Richard L Jackson 7240.....21574
Special Assistant Richard W Baker 7240.....20356
Special Assistant Felix C Vargas, Jr 7240.....21574
Personal Assistant Geneil C Maska 7240.....22471
Executive Secretary of the Board of the Foreign
Service and the Employee Management Relations
Commission (P/BFS) James H Bahti 3835.....21060

E — UNDER SECRETARY FOR ECONOMIC AFFAIRS — 303

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Executive Assistant Edward L Morse 7250.....29332
Special Assistant Edward A Casey, Jr 7250.....21089
Special Assistant Raymond Hill 7245.....29819
Special Assistant Barney Rush 7250.....29818
Staff Assistant Douglas Hartwick 7250.....20549
Economist (Vacant) 7250.....24382
Personal Assistant Catherine J Sopko 7250.....23256

T — UNDER SECRETARY FOR SECURITY ASSISTANCE, SCIENCE AND TECHNOLOGY — 304

Under Secretary Matthew Nimetz 7208.....20410
Special Assistant (Vacant) 7208.....27888

Special Assistant Arthur M Giese 7208.....28074
Special Assistant William C Salmon 7208.....28724
Special Assistant Richard A Scribner 7208.....20004
Special Assistant Richard W Aherne 7208.....20412
Special Assistant Allen R Overmyer 7208.....20004
Staff Assistant Connie Phlipot 7208.....28075
Staff Assistant Wayne E Miele 7208.....28074
Personal Assistant Viola B Dotson 7208.....20410

M — UNDER SECRETARY FOR MANAGEMENT — 305

Under Secretary Ben H Read 7207.....21500
Executive Assistant Samuel R Gammon 7207.....28877
Special Assistant Patrick Kennedy 7207.....28867
Special Assistant John Shumate 7207.....25586
Personal Assistant Sharon C Bisdee 7207.....21500

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Special Assistant Peggy Hitt 7810.....23032
Special Assistant B Terry Howe 7810.....23032
Special Assistant Richard W Murray 7810.....27758

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and Director of Personnel (M/DGP)
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Deputy Assistant Secretary for Personnel (DG/PER)
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Deputy Assistant Secretary for Personnel (DG/PER)
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Director of Management Operations (M/MO)
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Deputy Director Gifford D Malone 7427.....22298
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Opportunity (M/EEO) John A Burroughs Jr 3214.....29294
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Clement E Conger 8th Fl.....20298
Director, Family Liaison Office (M/FLO)
Janet Lloyd 1216A.....21076
Coordinator, Office of the Secretariat of the
World Conference for the Decade for Women
Vivian L Derryck 1004.....29016
Deputy Coordinator Maureen T Whalen 1004.....28958
(For further management listings, see Sections
325, 326, 327, 328, 329, 330)

C — COUNSELOR OF THE DEPARTMENT — 306

Counselor Rozanne L Ridgway 7256.....24404
Special Assistant John H King 7256.....27688
Special Assistant Russell J Surber 7256.....20775
Staff Assistant Mark A Safford 7256.....27448

S/P	POLICY PLANNING STAFF	307

Director Anthony Lake 7311.....22372
  Deputy Director Paul H Kreisberg 7311.....20358
  Deputy Director Karin Lissakers 7312.....24734
  Deputy Director Samuel R Berger 7312.....29571
    Special Assistant to the Director
      Edward O'Donnell 7311.....22972
    Staff Assistant Laurie J Tracy 7311.....29716
    Members of Policy Planning Staff:
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      K Holly M Carter 7316.....27771
      Erwin Duggan 7419.....21520
      Erik Eckholm 7330.....21964
      Robert Gallucci 7330.....28664
      Wreatham E Gathright 7330.....21009
      Flora J Higgins 7419.....20398
      John Holum 7316.....28980
      Henry H Janin 7330.....22562
      Joel L Johnson 7312.....22456
      William A Kirby Jr 7316.....28986
      Bruce Kuniholm 7316.....28995
      Danny Leipziger 7330.....20822
      Richard McCormick 7419.....23029
      Elaine Morton 7330.....21494
      Ronald J Neitzke 7419.....28994
      Susan K Purcell 7330.....28330
      Raymond R Snider 7312.....28859
      Marianne Spiegel 7419.....22576
      Jenonne Walker 7419.....28613
      Peter Wilson 7316.....21095
  Chairman, Open Forum Paul Molineaux 7419.....28790

S/IG	OFFICE OF THE INSPECTOR GENERAL	308

Inspector General Robert C Brewster 6821.....28842
  Deputy Inspector General Richard K Fox Jr 6821.....24740
  Deputy Inspector General Francis X Ready 6821.....20986
  Special Assistant Donald I Colin 6821.....23320
  Coordination and Review Staff (S/IG/CR)
    Chief Coordinator Rush Taylor Jr 6821.....24738
    Compliance Charles A Kennedy 6821.....24738
  Office of Director of Audit and Administration
    Chief (S/IG/AUD) Marvin F Smith 6821.....23766
    Executive Director (S/IG/EX) George M Lowe.....28036
    Inspectors (S/IG/IS) 2317.....20152

H	CONGRESSIONAL RELATIONS	309

Assistant Secretary J Brian Atwood 7261.....28774
  Personal Assistant Bette Fricke 7261.....28774
Deputy Assistant Secretary Walter L Cutler 7261.....21048
Deputy Assistant Secretary Peggy Lampl 7261.....23436
Deputy Assistant Secretary Robert A Flaten 7261.....21050
Deputy Assistant Secretary Nelson Ledsky 7261.....24768
  Administrative Officer W Douglas Frank 7261.....29157
  Special Assistant Jack D Segal 7261.....25315

Legislative Management Officers
EUR, OES, Timothy Towell 7251.....21246
PM, Andy Thoms 7251.....28732
IO, PA, M, John Clark 7261.....29191
NEA, D/CT, Peter Burleigh 7251.....28728
AF, James Morton 7251.....29532
L, SALT, ACDA, William Jackson 7251.....28722
ARA, INM, Joseph McBride 7251.....29036
EA, Human Rights, David Kenney 7251.....28802
EB, AID, Donald J Planty 7251.....29530
CA, OCS, PPT, VO, Refugees Eugene Krizek 7251.....28696
Congressional Correspondence, Freedom
of Information George Winnett 7251.....21608
Legislative Research Isaias Alba 7258.....20430
Congressional Inquiries Catherine Thibodeau 7251.....22163
Congressional Travel Terry Patin 7251.....21882
Cynthia Gethers 7252.....21883
Nominations Dora Carter 7261.....21050
Security Clearances W Douglas Frank 7261.....29157

PM	BUREAU OF POLITICO-MILITARY AFFAIRS	310

Director Reginald Bartholomew 7317.....29022
Deputy Director Daniel A O'Donohue 7317.....23302
Deputy Director Jerome Kahan 7317.....28698
Deputy Director David C Gompert 7317.....21791
Special Assistant David A Pabst 7317.....20620
Staff Assistant Gregg A Rubinstein 7317.....23912

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Deputy Director Marguerite Cooper King 7321.....28688

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Deputy Director Capt John Burgess, USN, Acting 7430.....20610

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Deputy Director Arnold Kanter 7428.....28018

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Deputy Director Steven E Steiner 7424.....29778

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Deputy Director Douglas Keene 7418.....22024

OFFICE OF SECURITY ASSISTANCE SPECIAL PROJECTS (PM/SSP)
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Deputy Director (Vacant) 7325.....25097

PA	BUREAU OF PUBLIC AFFAIRS	311

Assistant Secretary-Spokesman Hodding Carter III 6800.....29606
Deputy Assistant Secretary (Vacant) 6800.....20954
Deputy Assistant Secretary William J Dyess 6800.....21620
Deputy Assistant Secretary Tom Reston 6800.....23790
Special Assistant Jane MacGregor Wales 6800.....20596
Staff Assistant Mark M Sawoski 6800.....21152

OFFICE OF THE EXECUTIVE DIRECTOR (PA/EX)

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Budget (Vacant) 6805.....22174
General Services Melvin J Briscoe 6805.....21026

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Deputy Director (Vacant) 6805.....22376
Publications Distribution Dorothy S Gregory 5815A.....29859

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Director David D Passage 2109.....22492

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Adviser on Research
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Adviser on Declassification
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Deputy Historian-General Editor
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Senior Historian for Editing
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Senior Historian for Declassification
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Senior Historian for Editing
(Vacant) 3109 SA-1.....27773
Senior Historian for Declassification
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Division Chief M Paul Claussen 3120 SA-1.....28517
Senior Historian for Editing
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Senior Historian for Declassification
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National Capital Division & Organization Liaison Staff
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Northern Division Chief Hendrik R Woods 5825.....22234
Southern Division Chief Alan Eastham Jr 5825.....22733
Western Division Chief Joan H Colbert 5825.....22133

L — LEGAL ADVISER — 312

Legal Adviser Roberts B Owen 6425.....29598
Deputy Legal Adviser (Vacant) 6425.....28460
Deputy Legal Adviser Mark B Feldman 6425.....22001
Deputy Legal Adviser for Special Problems and Member
International Law Commission Stephen M Schwebel 6419....20522
Deputy Legal Adviser James H Michel 6419.....25036
Counselor on International Law Stefan A Riesenfeld 6419...20445
Executive Director Paul C Bofinger 5425.....20460
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Staff Assistant L Bradley Hittle 6419.....25040

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Economic and Business Affairs (L/EB)
Franklin K Willis 6420.....20242
Educational, Cultural and Public Affairs (L/ECP)
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Human Rights (L/HR) Charles Runyon III 5527A.....23044
Inter-American Affairs (L/ARA) Michael G Kozak 5527A.....20734
International Claims (L/C) Fabian A Kwiatek 5421.....21365
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Politico-Military (L/PM) Michael J Matheson 6429.....27838
Special Functional Problems (L/SFP)
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United Nations Affairs (L/UNA) Stephen R Bond 5425A.....21320

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Editor, Digest of US Practice in
International Law (L/T) Marian L Nash 6422.....22628

HA	BUREAU OF HUMAN RIGHTS AND HUMANITARIAN AFFAIRS	313

Assistant Secretary Patricia M Derian.....20334
Deputy Assistant Secretary Stephen Palmer 7802.....20854
Deputy Assistant Secretary Steve Cohen 7802.....21384
Deputy Assistant Secretary (Vacant) 7802.....29454
Special Assistant David A Martin 7802.....20798
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Institutions Barbara Bowie 7802.....22126
Bilateral Economic Assistance and Central
American and Caribbean Affairs Richard Graham 7802.....28186
Regional Affairs Officer (South America
and the OAS) Patrick Flood 7802.....21180
Regional Affairs Officer (Europe and Conference on
Security and Cooperation in Europe)
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Regional Affairs Officer (Near East and
South Asia) T Jesse Clear 7802.....22264
Regional Affairs Officer (Africa)
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Regional Affairs Officer (East Asia)
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International Organizations and Non-governmental
Organizations Robert Cohen 7802.....24833
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Asylum Officer John P Coffey 7802.....22570
Country Reports Director (Vacant) 7802.....29454
Country Reports Deputy Director (Vacant) 7802.....20770

AF	BUREAU OF AFRICAN AFFAIRS	314

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Deputy Assistant Secretary Mabel M Smythe 6236.....29478
Deputy Assistant Secretary Carol Lancaster 6236.....21818
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OFFICE OF EXECUTIVE DIRECTOR (AF/EX)
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Post Management Officers
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William J Burke, Jr (AF/W, AF/C) 3513.....20976

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TANZANIA, UGANDA, KENYA, SEYCHELLES, INDIAN OCEAN,
REPUBLIC OF MADAGASCAR, MAURITIUS, SUDAN, COMOROS
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NIGERIA, SENEGAL, SIERRA LEONE, TOGO, UPPER VOLTA,
CHAD, WESTERN SAHARA, CAPE VERDE
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Deputy Director George F Trail 4250.....22637

ARA	BUREAU OF INTER-AMERICAN AFFAIRS	315

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Deputy Assistant Secretary John A Bushnell 6263.....28562
Deputy Assistant Secretary James R Cheek 6263.....28386
Deputy Assistant Secretary Ralph C Guzman 6263.....23542
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Finance Carl B Cunningham 3234.....20465

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Deputy Director Adolph H Eisner 4908.....21245

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International Boundary and Water Commission
T R Martin 4258.....29895

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EA — BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS — 316

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Deputy Assistant Secretary Erland H Heginbotham 6205.....20366
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Manuel Silberstein (PAN) 4315.....23102
Public Affairs Adviser John F Cannon 4207.....22538
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Staff Assistant Suzanne P Payne 6209.....20264

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Deputy Director Gerald M Sutton.....23152

KOREA (EA/K)
Director Robert Rich 5315.....27717
Deputy Director David Blakemore.....27717

For a listing of COUNTRY OFFICERS, see Section 900

PHILIPPINES (EA/PHL)
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Deputy Director Richard W Teare.....21222

INDONESIA, MALAYSIA, BURMA AND SINGAPORE (EA/IMBS)
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Deputy Director James S Landberg.....23276

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Deputy Director Dennis G Harter.....23132

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Economic Section Jerome C Ogden 4318A.....22656

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Politico-Military Adviser Lt Col Michael D Eiland 4312.....20594
Taiwan Coordination Adviser Murray D Zinoman 5310.....27710

EUR — BUREAU OF EUROPEAN AFFAIRS — 317

Assistant Secretary George S Vest 6226.....29626
Deputy Assistant Secretary H Allen Holmes 6226.....21566
Deputy Assistant Secretary James E Goodby 6226.....21010
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NEA	BUREAU OF NEAR EASTERN AND SOUTH ASIAN AFFAIRS	318

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REGIONAL AFFAIRS (NEA/RA)
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Deputy Director Philip J Rizik 5245A.....20930
Regional Policy Adviser James F Collins 5245A.....20574
Politico-Military Adviser (Vacant) 5245A.....23014
Regional Labor Attache & Regional Labor Adviser
George E Lichtblau 5254.....20639

EB	BUREAU OF ECONOMIC AND BUSINESS AFFAIRS	319

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and Public Affairs
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TRADE AND COMMERCIAL AFFAIRS (EB/TDC)
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INR	BUREAU OF INTELLIGENCE AND RESEARCH	320

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Deputy Director William P Deary 2737A.....20779

IO	BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS	321

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Special Assistant Csanad Toth 6327.....20274
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Kenneth Brown 6334.....22394
Officer-in-Charge Arms Control, Outer Space and
Ocean Affairs John Ward 6328.....21316
Director Office of Multilateral Affairs
Plans and Coordination (IO/MPC)
Philip Kaplan 5328.....28603

OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR
HUMAN RIGHTS AND SOCIAL AFFAIRS
Deputy Assistant Secretary George A Dalley 6327.....20520
Director Office of Human Rights Affairs (IO/HR)
Warren Hewitt 4808.....20572
Agency Director Transportation and
Communications (IO/TRC) Constantine Warvariv 4806.....27930
Agency Director Health and Narcotics Programs (IO/HNP)
Neil Boyer 4334A.....20590
Agency Director UNESCO Affairs (IO/UNESCO)
David Rowe 4336.....23619
Agency Director Labor Affairs (IO/LAB)
John Reinertson 1509.....21121
Agency Director International Women's Program (IO/IWP)
Barbara Good 1427.....26906
Director Secretariat to the US National Commission
for UNESCO (IO/UCS) Bernard Engel 515 SA-2.....22762

OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR ECONOMIC
AND SOCIAL AFFAIRS
Deputy Assistant Secretary for Economic and Development Policy
Marion Creekmore 6323.....29604
Managing Director, International Management Staff (IO/M)
(Vacant).....22754
Director Office of UN Budget and Administration (M/BA)
W M Southworth 5336.....23049
Director Office of UN System Coordination (M/SC)
Doris E Austin 5336.....22753
Director Office of UN System Recruitment (M/IR)
H Bernard Glazer 5332.....21044
Director Office of International Economic Policy (IO/IEP)
(Vacant) 5321.....22506
Deputy Director John Washburn 5321.....21654
Agency Director Development and Humanitarian Programs (IO/DHP)
John Fox 5323.....21544
Deputy Director Herbert G Wing 5327.....27308
Agency Director Science and Technology (IO/SCT)
John Trevithick 1429.....23511
Agency Director Agriculture (IO/AGR)
Roger Brewin 4808.....22525

OFFICE OF THE EXECUTIVE DIRECTOR
Executive Director (IO/EX) Richard V Hennes 6327.....29326
Director Office of International Conferences (IO/OIC)
(Vacant) 1517.....20384
Deputy Director for Conference Programs
George Furness Jr 1511.....21271
Deputy Director for Conference Administration
Thomas E Mossellem 14A28.....27436
Director Office of Administrative Services (IO/EX/ADM)
Anne K Kane 5323.....21662
Director Office of Budget (IO/EX/OB)
Charles Watkins 5333.....21398
Chief UN Documents and Reference Staff (IO/EX/DAR)
Mary Rita Jones 3428.....27992

OES	BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS	322

Assistant Secretary Thomas R Pickering 7831.....21554
Special Assistant Archelaus R Turrentine 7831.....28056
Personal Assistant Ronna R Sharp 7831.....21554
Special Assistant for Nuclear Affairs Steven B Noble 7828...23526
Special Assistant for Congressional Relations
Pamela Smith 7828.....23529
Staff Assistant Mary Lassiter 7831.....21511
Senior Deputy Assistant Secretary Leslie H Brown 7831.....25904

POLICY ASSESSMENT STAFF (OES/PAS)
Director Ann L Hollick 3536.....22764

OFFICE OF EXECUTIVE DIRECTOR (OES/EX)
Executive Director Perry W Linder 7823A.....23622
Deputy Executive Director Donald E DeHaven 7823A.....23624
Budget Officer James C Lewis 7823A.....23623

COORDINATOR OF POPULATION AFFAIRS (OES/CP)
Coordinator Richard Benedick 7825.....23472
Deputy Assistant Secretary ENVIRONMENT, HEALTH AND
NATURAL RESOURCES (OES/E) William A Hayne 7825.....27964
Deputy Assistant Secretary NUCLEAR ENERGY AND ENERGY
TECHNOLOGY AFFAIRS (OES/N) Louis V Nosenzo 7831.....24360
Deputy Assistant Secretary OCEANS AND FISHERIES AFFAIRS
(OES/O) Morris D Busby, Acting 7831.....22396
Deputy Assistant Secretary SCIENCE AND TECHNOLOGY (OES/S)
Norman Terrell 7825.....23004

ENVIRONMENT, HEALTH AND NATURAL RESOURCES

OFFICE OF ENVIRONMENT AND HEALTH (OES/ENH)
Director Donald R King 7820.....29278
Deputy Director William H Mansfield 7820.....29266

OFFICE OF FOOD AND NATURAL RESOURCES (OES/ENR)
Director Bill L Long 7819.....22418
Deputy Director Edward C Bittner 7819.....24799

NUCLEAR ENERGY & ENERGY TECHNOLOGY AFFAIRS

OFFICE OF NON-PROLIFERATION AND EXPORT POLICY (OES/NEP)
Director Michael A Guhin 7828.....27036
Deputy Director Rust M Deming 7828.....29338

OFFICE OF EXPORT AND IMPORT CONTROL (OES/NEC)
Director Gerard Helfrich 4327A.....24101
Deputy Director Dean H Cooper 4327A.....21689

OFFICE OF NUCLEAR TECHNOLOGY AND SAFEGUARDS (OES/NET/NTS)
Director John P Boright 7828.....23310
Deputy Director Barbara J Schrage 7828.....26813

OFFICE OF ENERGY TECHNOLOGY COOPERATION (OES/NTC)
Director Martin Prochnik 4327A.....24413
Deputy Director Thomas J Wajda 4327A.....29436

OCEANS AND FISHERIES AFFAIRS

OFFICE OF OCEANS AND POLAR AFFAIRS (OES/OPA)
Director Tucker R Scully, Acting 5801.....26491
Deputy Director (Vacant) 5801.....23262

OFFICE OF FISHERIES AFFAIRS (OES/OFA)
Director James A Storer 5806.....22335
Deputy Director Larry L Snead 5806.....21727

OFFICE OF MARINE SCIENCE AND TECHNOLOGY AFFAIRS (OES/OMS)
Director Norman Wulf 5801.....20853
Deputy Director David C Holton 5801.....29038

SCIENCE AND TECHNOLOGY AFFAIRS

OFFICE OF ADVANCED TECHNOLOGY (OES/SAT)
Director Robert T Grey 4333.....22432
Deputy Director Eugene G Kovach 4333.....22435

OFFICE OF COOPERATIVE SCIENCE AND TECHNOLOGY PROGRAMS (OES/SCT)
Director Pierre Shostal 4330.....22958
Deputy Director Dwight M Cramer 4330.....20499
Deputy Director Morris H Crawford 4330.....20374

SPECIAL ASSISTANT FOR SCIENCE ATTACHE SUPPORT (OES/SAS)
Jacob F Blackburn 4333.....22841

CA — BUREAU OF CONSULAR AFFAIRS — 323

Assistant Secretary Barbara M Watson 6811.....29576
Deputy Assistant Secretary Hume Horan 6811.....21558
Special Assistant to Assistant Secretary
Peter K Murphy 6811.....22261
Public Affairs (CA/PA) Mary Ann Yoden 6811.....21489
Staff Assistant to Assistant Secretary
M Catherine Gerardi 6811.....20956
Staff Assistant Nancy Abell 6811.....21541

MANAGEMENT AND ADMINISTRATION (CA/EX)
Executive Director Ronald K Somerville 4824.....21158
Management Officer Gerald J Goldman 4824.....23118
Systems Applications Staff (CA/EX/S)
Travis Farris, Acting 623, SA-2.....28078
Resources Management Division (CA/EX/R)
Alexander W Maxwell, Acting 1803.....29180
Administrative Services Division (CA/EX/A)
Benny W Whitehead Jr 1813.....26455

DEPUTY ASSISTANT SECRETARY FOR PASSPORT SERVICES (CA/PPT)
Deputy Assistant Secretary Norbert J Krieg 6833.....22422
Associate Director Vivian A Ferrin 6833.....21678
Special Assistant Lynn N Peterson Jr 6833.....22422
Office of Special Operations (CA/PPT/O)
Michele Truitt, Acting 5805A.....20142
Office of Citizenship Nationality and Legal Assistance (CA/PPT/C) William B Wharton 5813.....20801
Office of Program Support (CA/PPT/S)
John M Hotchner 5805A.....20144
Telephone Inquiries Section 362 SA-17.....(9)783-8200

DEPUTY ASSISTANT SECRETARY FOR VISA SERVICES (CA/VO)
Deputy Assistant Secretary Elizabeth J Harper 6811.....22448
Associate Director (Vacant).....21978
Office of Field Support Liaison (CA/VO/F)
Joseph E Olenik 800 SA-2.....23369
Office of Legislation Regulations and Advisory Assistance
(CA/VO/L) Cornelius D Scully 800 SA-2.....21980
Office of Public and Diplomatic Liaison (CA/VO/P)
Lloyd L DeWitt 800 SA-2.....21957
Public Inquiries.....21972
Diplomatic Liaison Division.....21893

DEPUTY ASSISTANT SECRETARY FOR OVERSEAS CITIZENS SERVICES (CA/OCS)
Deputy Assistant Secretary Ruth McLendon 4800.....23816
Citizens Emergency Center (CA/OCS/EMR)
James L Ward 4800.....25225
(Arrests, Medevac, Repatriation, Welfare/Whereabouts,
Deaths)
Office of Citizens Consular Services (CA/OCS/CCS)
Carmen Diplacido, Acting 4811.....23666
(Overseas cases involving acquisition and loss of
nationality as well as Federal Agency Liaison,
Notarial/Judicial Services, Property Claims and Estates)
African Services Division (CA/OCS/CCS/AF) 4811.....24994
Inter-American Services Division (CA/OCS/CCS/ARA)
4811.....23712
East Asian & Pacific Services Division
(CA/OCS/CCS/EA) 4811.....23675
European Services Division (CA/OCS/CCS/EUR) 4811.....23444
Near Eastern & South Asian Services Division
(CA/OCS/CCS/NEA) 4811.....24994
Program Planning & Coordination Staff (CA/OCS/PC)
Francis G Rando 4800.....23732
(Consular Conventions, travel advisories, FOI/PA,
legislation, FAM revisions)

INM	BUREAU FOR INTERNATIONAL NARCOTIC MATTERS	324

Assistant Secretary Mathea Falco 7331.....28464
Deputy Assistant Secretary Joseph H Linnemann 7331.....24880
Deputy Assistant Secretary Edwin G Corr 7331.....26642
Special Assistant Susan Ginsburg 7331.....28692
Personal Assistant Shirlee Thorpe 7331.....28464
Executive Director/Controller James Van Wert 7809.....28726
Director, Office of Program Management
Harry L Coburn 7336.....23450
Program Evaluation Coordinator John L McGruder 7331.....21413

RP	OFFICE OF REFUGEE PROGRAMS	324A

Director Frank Loy 7532.....25822
Staff Assistant J Russell Trowbridge 7532.....29544
Planning & Policy Staff
Lawrence Marinelli 7532.....21066
Deputy Director Program Management
Christopher Russell 7532.....22837
Asian Programs Shepard C Lowman 500 SA-2.....20541
European Programs Victor Wolf Jr 507 SA-2.....24020
African & Latin American Programs
Carl Beck 507 SA-2.....24698

Middle Eastern Programs & International
Organizations Ronald Davidson 512 SA-2.....29510
Deputy Director Resource Management
James N Purcell 422 SA-2.....21951
Controller D Ford Brown 419 SA-2.....25075
Program & Budget Chief Mary Kavaliunas 418 SA-2.....25044
Contracts Division Robert Carroll 419 SA-2.....25305
Management Information & Evaluation
James Lawrence 512 SA-2.....25184

A	BUREAU OF ADMINISTRATION	325

Assistant Secretary Thomas M Tracy 6316.....21492
Special Assistant Walter F Weiss 6316.....21492
Special Assistant Jerome F Tolsom 6316.....22714
Special Assistant James A Seward 6316.....28415
Allowances Staff (A/ALS) Director
Richard R Martin 501 SA-6.....(9)235-9466
Safety Director (A/SAF) Martin K Dalton 3420.....26928

OFFICE OF THE EXECUTIVE DIRECTOR (A/EX)
Executive Director Joseph Meresman 3420.....21902
Deputy Executive Director Alfred O Haynes Sr 3420.....21902
Special Assistant E A Donovan 3420.....26928
Financial Management Division (A/EX/FM) Chief
Charles G Maguire 3424.....28920
Management Division (A/EX/MGT) Chief
Day O Mount 3420.....25376
Personnel Management Division (A/EX/PMD) Chief
Phyllis Bucsko 1873.....25908
Administrative Services Division (A/EX/ASD) Chief
Marvin E Gates (Acting) 3420.....29414

DEPUTY ASSISTANT SECRETARY FOR INFORMATION SYSTEMS (A/ISO)
Deputy Assistant Secretary W W Francis 1916.....22278
User Support Services Staff (ISO/USS) Chief
Douglas K Stevens 1916.....20060
Systems Design and Programming Division (ISO/SDP)
Chief Ann Berna (Acting) 1916.....22961
Foreign Affairs Data Processing Center (ISO/FADPC)
Director Julian Adler 1916.....20843

DEPUTY ASSISTANT SECRETARY FOR OPERATIONS (A/OPR)
Deputy Assistant Secretary M Virginia Schafer 1417.....21638
Art in Embassies Staff (A/ART) Director
Mrs Llewellyn E Thompson B258.....21634
Office of Overseas Schools (A/OS) Director
Ernest N Mannino 234 SA-6.....(9)235-9600
International Center Project (A/ICP) Manager
James A Edgins 1890.....29540
Support Planning Staff (A/OPR/SPS) Director
Philip A King 1890.....22039
Management Analyst Tony A Burgess 1890.....22039
Foreign Affairs Information Management Center (OPR/FAIM)
Director William Price 1239.....20394
The Library (FAIM/LR)
Chief Conrad P Eaton 3239.....20372
Publishing Services Division (FAIM/PS) Chief
Paul M Washington 1853.....21632
Information Acquisition and Processing Division (FAIM/IAP)
Chief William A Parks 1239.....22651

Information Access and Services Division (FAIM/IS) Chief
Frank M Machak 1239.....20395
Information and Privacy Policy Staff (FAIM/IS/IP) Chief
Sharon B Kotok 1239.....28484
Directives Management Staff (FAIM/DIR) Chief
George J Mattis 1239.....23602
Records Management Staff (FAIM/RM) Chief
William F Farrell 1239.....20491
Office of Supply, Transportation and Procurement (OPR/STP)
Director David E L'Heureux 532 SA-6.....(9)235-9512
Special Assistant Harry M Hite 532 SA-6.....(9)235-9512
Supply Division (STP/S) Chief
Alvin E Bernstein 531 SA-6.....(9)235-9525
Transportation Division (STP/T) Chief
E Parks Olmon 1048A.....22987
Procurement Division (STP/P) Chief
Gerald L John 532 SA-6.....(9)235-9531
Office of Facilities Management and Administrative
Services (OPR/FMAS) Director Charles R Baquet III 1417..23106
Audio-Visual Services Division (FMAS/VS) Chief
Paul Bell (Acting) B258.....21082
Employee Services Center (FMAS/ESC) Chief
Marie Burke 1252.....23432
Claims Staff (FMAS/CL) Chief
Joan D Padilla 1885.....21759
Language Services Division (FMAS/LS)
Chief Nora M Lejins 2214.....21528
General Services Division (FMAS/GS) Chief
Roland Gahn 1493.....21666

DEPUTY ASSISTANT SECRETARY FOR COMMUNICATIONS (A/OC)
Deputy Assistant Secretary Stuart E Branch 44A26.....21000
Special Assistant ((Vacant) 44A28.....23575
Special Assistant Robert L McConahy 44A28.....22333
Special Assistant Jean A Gilbertson 44A20.....28946
Communications Center Division (OC/T)
Chief William V Callihan 5440.....23874
Defense Liaison Office
Col Charles H Scott 44A20.....22428
Diplomatic Pouch & Courier Operations Division
Chief Edward B Fenstermacher 44A30.....22442
DTS Liaison for Communications (OC/LO)
Harry Z Kaklikian (Acting) 44A20.....23425
(Vacant) 44A31.....23346
Foreign Operations (OC/OP) Chief Boyd S Koffman.....28470
Staff Assistant Joe H Chaddic 44A31.....23346
African Affairs (OC/OP-AF) Joseph J Hazewski 44A20.....28946
East Asian Affairs (OC/OP-EA) Joseph E Gaffey Jr 44A20....28946
European Affairs (OC/OP-EUR) Thomas J Warren 44A20.....28946
Inter-American Affairs (OC/OP-ARA) Robert A Kegley 44A20..20864
Near Eastern and Southern Asia Affairs (OC/OP-NEA)
Luther T Taylor 44A20.....28946
VIP Support (OC/OP-VIP) Gerard J Gendron 44A20.....28946
National Communications System, Representative
Harry Z Kaklikian 44A20.....23425
Networks (OC/N)
Chief Paul Del Giudice 44A20.....23868
Programs & Engineering Division (OC/PE)
Chief George R Younts 1108 SA-7.....79532
Regional Communications Officer for ARA, Canada, and USUN
(RCO/ARA) William E Bischoff 44A20.....20864
Security Division (OC/S)
Chief Sam Spector 6442.....21223

Special Projects (OC/SP)
Chief Robert L Lochmiller 44A20.....28946
Training Division (OC/TR)
Chief Robert C Ribera 2130.....23641

DEPUTY ASSISTANT SECRETARY FOR SECURITY (A/SY)
Deputy Assistant Secretary Karl D Ackerman 2513.....21536
Special Assistant (Vacant) (SY/SP) 2513.....29026
Staff Assistant Steve L Cox 2513.....20404
Assistant Director for Policy and Training (SY/PTS)
Joe H Morton 2513.....21032
Education & Training Staff (SY/E&T)
James E Dandridge 4106 SA-15.....(9)235-9461
Document Information Systems (SY/MGT/DIS)
Donna Cooper (Acting) 2428.....20747
Freedom of Information and Privacy Act Staff (SY/PSI/FIPS)
William K Larson 2422.....20941
Assistant Director for Operations (SY/OPS)
Verne F St Mars 2513.....29448
Domestic Operations (SY/OPS/DO) Chief
Joseph E Rosetti 3811.....20743
Foreign Operations (SY/OPS/FO) Chief
Gordon E Harvey 3800A.....23122
Technical Services (SY/OPS/T) Chief
Wallace Gilliam 38A00.....20914
Command Center (SY/CC) Sidney Telford 2435.....22412
Special Assignments Staff (SY/SAS) Chief
Michael Coughlin 2236.....21040
Assistant Director for Personnel Security and
Investigations (SY/PSI) Louis C Kachulis 2513.....28832
Staff Assistant Richard M Gannon 2513.....20404
Investigations Division (SY/PSI/I) Chief
John H Clemmons 2418.....23186
Evaluations Division (SY/PSI/E) Chief
Josephine R DiBlasi 2424.....23142
Assistant Director for Protective Security (SY/PRS)
John W Richardson 2513.....28740
Special Assistant (SY/PRS/SA)
Thomas K Mayes 2509.....23897
Protective Liaison Staff (SY/PRS/PL)
William DeCourcy 2435.....26173
Secretary's Detail (SY/PRS/SD)
Robert Clark 2519.....23914
Dignitary Protection Division (SY/PRS/DP)
Keith Gwyn 2509.....23899
Protective Operations Staff (SY/PRS/POS)
Walter W Bacak WHSE SA-7.....72463

OFFICE OF FOREIGN BUILDINGS (A/FBO)
Deputy Assistant Secretary for Foreign Buildings
William L Slayton 335 SA-6.....(9)235-9491
Deputy Director Robert L Gingles 335 SA-6.....(9)235-9493
Assistant Director for Buildings Design
William F McCollough 327 SA-6.....(9)235-9511
Assistant Director for Construction and
Maintenance James B Lackey 324 SA-6.....(9)235-2800
Assistant Director for Operations
Bruce Clark 302 SA-6.....(9)235-9496
Contracts Branch Chief John Holmes 411 SA-6.....(9)235-9445
Area Officers:
Scott Whitmer (NEA) 319 SA-6.....(9)235-9499
Robert Prosser (WEUR) 306 SA-6.....(9)235-9477
Nancy DeGumbia (EEUR) 304 SA-6.....(9)235-9476

Clarence H Alspaugh (EAF) 308 SA-6.....(9)235-9487
William Levis (WAF) 309 SA-6.....(9)235-9488
G Brent Olson (EA) 312 SA-6.....(9)235-9488
Louis H Pruitt (ARA) 316 SA-6.....(9)235-9495
Interior Design and Furnishings Branch Chief
Susan Reed 412 SA-6.....(9)235-9440
Executive Officer Phillip J Walls 321 SA-6.....(9)235-2814

DEPUTY ASSISTANT SECRETARY FOR CLASSIFICATION/DECLASSIFICATION CENTER
Deputy Assistant Secretary Clayton E McManaway 2811.....25207
Special Assistant Samuel Brushel 1239.....23209
Legal Advisor (Vacant) 1239.....22846
Chief Policy Development & Coordination Staff (CDC/PDC)
Barbara Ennis 2811.....20772
Director, Office of Mandatory Review (CDC/MR)
Thomas Ainsworth 1239.....20565
Deputy Director, Office of Mandatory Review
Jerard Forcier 1239.....22795
Director, Office of Systematic Review (CDC/SR)
Larry Pickering B-234.....29400

M/DG	BUREAU OF PERSONNEL	326

Director General of the Foreign Service
and Director of Personnel Harry G Barnes Jr 6216.....29898
Special Assistant Judy Cardozo Neitzke 6216.....29404
Deputy Assistant Secretary Robert S Gershenson 6216.....25152
Deputy Assistant Secretary Ronald D Palmer 6216.....29438
Special Assistant Lois Roberson 6216.....29442
Office of Program Coordination (DGP/PC) Director
William I Bacchus 6216.....25158
Newsletter & Information Staff (DGP/PA) Chief
Francis J Matthews 4515.....21648
Grievance Staff (PER/G) Director
H Rowan Gaither 6217.....22751
Handicapped Coordinator (DGP/HC) Coordinator
Robert C F Gordon 6216.....25145

OFFICE OF FOREIGN SERVICE CAREER DEVELOPMENT AND ASSIGNMENTS (PER/FCA)

Director Andrew L Steigman.....21692
Deputy Director Arthur H Woodruff 2328.....28312
Presidential Appointments Staff (PER/FCA/PAS) Chief
(Vacant) 1830.....22643
Training and Liaison Staff (PER/FCA/TL) Chief
Geoffrey Ogden 26A07.....23308
Senior Officer Division (PER/FCA/SO) Chief
George Andrews 2809.....21416
Junior Officer Division (PER/FCA/JO) Chief
Michael L Durkee 2429A.....27691
Career Development-Administrative (PER/FCA/A) Chief
Mary A Ryan 2820.....23438
Career Development-Communications & Records
(PER/FCA/A/C&R) Kenneth A Loff 2820.....28136
Career Development-Consular (PER/FCA/CON) Chief
Robert D Emmons 2332A.....23332
Career Development-Economic-Commercial (PER/FCA/E-C)
Chief William E Rau 2417A.....29764
Career Development-Political (PER/FCA/POL) Chief
Walter Silva 2417A.....29776

Career Development-Secretarial (PER/FCA/SEC) Chief
Ellen V Watson 2336.....29526
Assignment Division - AF, A, INR (PER/FCA/AF) Chief
Martin L Cheshes 2830.....21210
Assignment Division - ARA, CA, PA, L, OES, M/DGP, M/FSI, M/MED (PER/FCA/ARA) Chief
Douglas Watson 2336.....29732
Assignment Division - EA, EB (PER/FCA/AF) Chief
Thomas R Buchanan 2332A.....23312
Assignment Division - EUR, IO (PER/FCA/EUR) Chief Robert O Homme 26A11.....20251
Assignment Division - NEA, S, Details to Other Agencies (PER/FCA/NEA)
Chief Thomas Carolan 2830.....22121

OFFICE OF CIVIL SERVICE CAREER DEVELOPMENT & ASSIGNMENTS (PER/CCA)

Director Philip J Bourbon 2421.....20485
Personnel Management Division
Theresa A Manly 2421.....20947
Employee Relations Division
Robert E Russum 2421.....22508
Merit Promotion Division
Shirley W Davis 2421.....27151

OFFICE OF EMPLOYEE RELATIONS (PER/ER)
Director Anthony M Kern 1822.....20191
Employee Management Division (PER/ER/EM) Chief
Richard Howland 2807.....22781
Retirement Division (PER/ER/RET) Chief
Gertrude L Wieckoski 1251.....29315
Foreign Nationals Division (PER/ER/FN) Chief
Alan Weinstein W119 SA-1.....25329

OFFICE OF MANAGEMENT (PER/MGT)
Director Hal Fuller 2137.....28116
Special Assistant (Employee Relations)
Charles B Angulo 2137.....29432
Special Assistant (Regulations)
William E Bellamy 2137.....28116
Administrative Services Division (PER/MGT/AS) Chief
Janice H Pemberton 2131.....28908
Operating Systems Division (PER/MGT/OS) Chief
D Lowell Jones 1333.....22644
Records Management and Research Division (PER/MGT/RMR) Chief Evelyn R Manning 1826.....23846
Human Resource Management Division (PER/MGT/HRM) Chief
Geraldine R Sheehan 2137.....28934

OFFICE OF RECRUITMENT, EXAMINATION, AND EMPLOYMENT (PER/REE)
Director Clint A Lauderdale 7314 SA-15.....(9)235-9232
Deputy Director Lynwood L Eaton 7314 SA-15.....(9)235-9387
Examination Division (PER/REE/EXAM) Chief
Leonard Neher 7314 SA-15.....(9)235-9386
Recruitment Division (PER/REE/REC) Chief
David A Rodgers 7802 SA-15.....(9)235-9373
Employment Support Division (PER/REE/ESD) Chief
Kenneth L Wayman II 7120 SA-15.....(9)235-9246

OFFICE OF PERFORMANCE EVALUATION (PER/PE)
Director John Hall Rouse 2803.....23412

Review Board Division Chief
Barbara B Prather 2803.....23412
Special Projects & Training Division Chief
Edmund T DeJarnette 2803.....23412
Awards Division Chief
Cheryl R White 2803.....23412
Reports Division Chief
(Vacant) 2803.....23412

OFFICE OF POSITION AND PAY MANAGEMENT (PER/PPM)
Director Jack E Melton 4419.....23205
Field Classification Division Chief Dorothy Sampas.....23205
Domestic Classification Division Chief James L Pullig..25350

M/DGP/FSI	FOREIGN SERVICE INSTITUTE	327

Director Paul H Boeker 1200 SA-3.....(9)235-8750
Deputy Director Jack F Matlock Jr 1200 SA-3.....(9)235-8714
Special Assistant Gary D Crawford 1208 SA-3.....(9)235-8770
Staff Aide Jill F Byrnes 1205 SA-3.....(9)235-8759
Executive Director Eugene A Champagne Jr 1201 SA-3...(9)235-8758
Budget and Management Officer
John A Rittue 916 SA-3.....(9)235-8812
Management Analysis Officer
Katherine M Radosh 1207 SA-3.....(9)235-8757
Personnel Officer A Paul Stratton 907 SA-3.....(9)235-8806
Registrar and Extension Training Officer
Athalene R Edwards 101 SA-3.....(9)235-8765
Librarian Mary Schloeder 300 SA-3.....(9)235-8717
Executive Seminar in National and International Affairs
Coordinator James J Blake 1209 SA-3.....(9)235-8766
Executive Seminar Members.....(9)524-9334
School of Language Studies Dean
James R Frith 901 SA-3.....(9)235-8816
School of Professional Studies Dean
John T Sprott 1102 SA-3.....(9)235-8779
School of Area Studies Dean
James F Relph Jr 402 SA-3.....(9)235-8839

M/MO	MANAGEMENT OPERATIONS	328

Director Robert H Miller 7427.....21056
Deputy Director Gifford D Malone 7427.....22298
Deputy Director David E Simcox 7423.....22235
Associate Director Charles A Gillespie 7427.....21382
Associate Director (ICA Liaison) Guy E Coriden, Jr 7529.....20470
Staff Assistant Diane De Vivo 7427.....21368
Management Analysis Officers
James E Briggs (GORM and Special Projects) 7529.....22328
John W Gravely (AF, EEO, HA, PA, RP, S/R) 7423.....22553
H Kenneth Hill (Future Commitments, H, ICA,
OES, PPG, INM) 7423.....21684
Lawrence D Straub (Systems) 7529.....20672
Karen King (A, M/COMP, FSI, M/MED, ZBB) 7423.....22336
Glenn A Munro (AID, ARA, NEA, Peace Corps, PM,
Reporting & Analysis, S) 7529.....23050
Oscar J Olson (EB, EUR, IO) 7533.....24509
Mary E Swope (CA, EA) 7533.....23798

Susan T Tait (Advisory Committees, INR, L, M/FLO, Organizational Analysis, S/IG) 7423.....22552
MODE Staff Director R Glynn Mays 7527.....22073
Deputy MODE Director Sherman J Fine 7527.....22073

M/EEO	EQUAL EMPLOYMENT OPPORTUNITY OFFICE	329

Deputy Assistant Secretary John A Burroughs Jr 3214.....29294
Deputy Director and Federal Women's Program Coordinator Barbara F Thomson 3214.....29040
Deputy Director Charles R Tanguy 3214.....29294
Minority Affairs Coordinator (Vacant) 3214.....29294
Hispanic Program Coordinator George Del Valle 3214.....23470

M/MED	MEDICAL SERVICES	330

Deputy Assistant Secretary Eben H Dustin 2906.....23484
Deputy Medical Director Jerome M Korcak 2906.....23485
Assistant Medical Director Health Care Programs (MED/HC) Frank Pettinga 2906.....22416
Assistant Medical Director Mental Health Services (MED/MH) Herbert C Haynes 2906.....22868
Clinical Psychologist Samuel Karson 2260.....22868
Coordinator Alcohol Awareness Program (MED/AAP) (Vacant) 3818.....21843
Assistant Medical Director Environmental Health & Preventive Medicine (MED/EH) Charles E Brodine 4253.25337
Specialist Tropical Medicine (MED/TM) Martin S Wolfe 2916.....23401
Director Foreign Medical Programs (MED/FP) Deane Hutchins 2906.....28122
Director Domestic Programs (MED/DD) William Brown 2906.....21580
Director Medical Clearances (MED/MC) Wm Ferguson Reid 2906.....23053
Director Health Units (MED/HU) F Benedict Lanahan 2313....20295
Director Exam Clinics (MED/EC) Dwight Babcock 2906.....22872
Executive Director (MED/EX) Gerald S Rose 2909.....23618
Administrative Officer Elmer R Higgs 2909.....23616
Budget and Fiscal Officer (Vacant) 2909.....20663
Personnel Officer Maria Melchiorre 2909.....26488
Assistant Administrative Officer Mario Cantu 2911.....23616

M/COMP	OFFICE OF THE COMPTROLLER	331

Comptroller Roger B Feldman 1328.....27490
Personal Assistant Ernestine M Pierce 1328.....27492
Executive Director (M/COMP/EX) Daniel L Quaid 1328.....29518
Administrative Officer Shirley Norlem 1331.....20922
Director, Office of Budget and Planning (M/COMP/BP) Lorin A Jurvis 1330.....22077
Chief, Resource Management and Evaluation (COMP/BP/RME) James Robertson (Acting) 1331.....27883
Chief, Planning and Budget Systems (COMP/BP/PBS) Howard A Renman 1330.....21482

Chief, Formulation and Presentation (COMP/BP/FP)
Shirley S Bush (Acting) 1331.....23438
Chief, Reimbursements Division (COMP/BP/R)
Franklyn Reinhold 1330.....20861
Chief, Resources Control Division (COMP/BP/RC)
Jean Bowles 1129.....20960
Director, Foreign Currency Staff (COMP/BP/FC)
Russell P Whitener 1330.....28256
Director, Office of Financial Operations
(M/COMP/FO) Frank M Fulgham 6604D SA-15.....(9)235-9342
Chief, Accounting Division (COMP/FO/AD)
James B Marable 6201 SA-15.....(9)235-9324
Chief, Fiscal Division (COMP/FO/FD)
John B Mann 6802 SA-15.....(9)235-9383
Chief, Washington Finance Center
(COMP/FO/WFC) Herman H Franke 7713 SA-15.....(9)235-1951
Chief, Automation and Communications
(COMP/FO/AC) Jack W Floyd 6604F SA-15.....(9)235-9300
Chief, Travel and Transportation Division
(COMP/FO/TT) Earle M Jones Jr 1135.....27820
Director, Office of Financial Systems
(M/COMP/FS) Edward N Gulli 1801.....21286

ORGANIZATIONAL DIRECTORY

UNITED STATES SINAI SUPPORT MISSION

2201 C Street, NW, Washington, DC 20520

SSM	SINAI SUPPORT MISSION-OFFICE OF THE DIRECTOR	400

Director C William Kontos 5212.....22258
  Executive Assistant Frank G Trinka 5212.....29557
  Associate Director Contracts (SSM/C)
    Barry S Knauf 5212.....23592
  Associate Director Engineering (SSM/E)
    James Wallen 5212.....24206
  Controller (SSM/FM) Richard J Henry 5212.....24206
  Administrative Officer (SSM/EX) F Frances Hess 5212.....22505

FIELD OFFICE LISTING
United States Sinai Field Mission
Box 21, FPO New York 09527
  Director Kenneth A Hartung

ORGANIZATIONAL DIRECTORY

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY†

320 - 21st Street, N.W.
Washington, D.C. 20523

IDCA	OFFICE OF THE DIRECTOR	450

Extension

Director Thomas Ehrlich 3932.....632-8558
Deputy Director Guy F Erb 3932 632-8084

POLICY AND BUDGET
Associate Director David Bronheim 3489.....632-8834
Deputy Associate Director Jessica Einhorn 3491A.....632-8124
Deputy Associate Director for DCC Leah Wortham 3491A.....632-0990
Budget Coordinator Ruth Greenstein 3491A.....632-0990
Country Policy and Program Analysis Coordinator
Robert Muscat 3491A.....632-0990
Energy Coordinator Charles Blitzer 3491A.....632-9325
Trade Coordinator Henry Berghoef 3951.....632-8382
International Financial and Monetary Affairs Coordinator
Jerome LaPittus 3491A.....632-3324
Component Coordinator Curtis Farrar 3491A.....632-2725
Rural Development Officer Antonio Gayoso 3491A.....632-9207
North-South Issues Coordinator Catherine Gwinn 3484.....632-4354
Human Resources Coordinator Barbara Herz 3482.....632-2491

DEVELOPMENT OPERATIONS
Associate Director (Vacant) 3923.....632-3348
Deputy Associate Director (Acting)
Verne Newton 3957.....632-9746

GENERAL COUNSEL Sheila Avrin McLean 2744.....632-1754

LEGISLATIVE AND PUBLIC AFFAIRS
Assistant Director Roger Cochetti 3669.....632-8150
Deputy Assistant Director for Legislative Affairs
Robert Hayden 3669.....632-8150
Deputy Assistant Director for Public Affairs
Ruth Thompson 3669.....632-8150

ADMINISTRATION
Assistant Director Mary Leyland 3929.....632-9354
Deputy Assistant Director Sylvia Rosemergy 3925.....632-9354
Executive Secretary Russell Pritchard 3931.....632-9434

DCC	DEVELOPMENT COORDINATION COMMITTEE	

Chairman Thomas Ehrlich 3932.....632-8558

† For AID and OPIC listings, see Sections 500 and 550.

DLC	DEVELOPMENT LOAN COMMITTEE	

Chairman Thomas Ehrlich.3932.....632-8558

BIFAD	BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT COMMITTEE	

Dr Clifford R Wharton Jr Chairman 2246.....632-7937

ORGANIZATIONAL DIRECTORY

AGENCY FOR INTERNATIONAL DEVELOPMENT (AID)

320 - 21st Street, N.W.
Washington, D.C. 20523

A/AID	OFFICE OF THE ADMINISTRATOR	501

Extension

Administrator Douglas J Bennet Jr 5942.....632-9620
Secretary Beverly M Harris 5942.....632-9620
Special Assistant to the Administrator
John G Sommer 5942.....632-8596
Special Assistant to the Administrator
Theodora A Wood 5945.....632-3091
Deputy Administrator (Acting) Joseph C Wheeler 5894.....632-8578
Secretary Barbara P Jones 5894.....632-8578
Special Assistant William A Sigler 5894.....632-8616

ES	OFFICE OF THE EXECUTIVE SECRETARY	502

Executive Secretary (Vacant) 5945.....632-1800
Deputy Executive Secretary
Douglas J Clark 5945.....632-9091
Communications Coordination Staff
Angella Greene 5655.....632-8511

BIFAD/S	BIFAD SUPPORT STAFF	503

Executive Director Elmer R Kiehl 2246.....632-7937
Secretary Eleanor M Morrison 2246.....632-7937
Deputy Executive Director Morris D Whitaker 2246.....632-7937
Assistant Director for Operations
John Rothberg 2246.....632-7937
Administrative Officer Marie A Barnwell 2246.....632-2276
Country Programs Division
Chief Robert G Huesmann 2244.....632-7935
Research Division
Chief (Vacant) 2246.....632-9583
Inst & Human Resources Division
Chief Glen L Taggart 2244.....632-9525

AG	OFFICE OF THE AUDITOR GENERAL	504

Auditor General Herbert L Beckington 5644.....632-7844
Secretary Vivian Pemberton 5644.....632-7844

Deputy Auditor General Michael Jay Hershman 5644.....632-2997
Secretary Irma Smith 5644.....632-2997
Special Assistant Delacy Cox 5644.....632-9303
Executive Management Staff (AG/EMS)
Director Robert L Josephson 410 SA-16.....235-9711

OFFICE OF POLICY, PLANS AND PROGRAMS (AG/PPP)
Director Susan M Gaffney 409 SA-16.....235-9671

AREA AUDITOR GENERAL/WASHINGTON (AG/AAG)
AAG George L DeMarco 514 SA-16.....235-2133
Deputy AAG William L Stanford 514 SA-16.....235-2133

OFFICE OF INSPECTIONS AND INVESTIGATIONS (AG/IIS)
Director Lawrence J Dempsey 511 SA-16.....235-9742
Deputy Director William Magee 511 SA-16.....235-9742
Inspector in Charge (IIS/AFR)
Edward J Meagher 511 SA-16.....235-9742

OFFICE OF SECURITY (AG/SEC)
Director Philip J Harrick 415 SA-16.....235-9730
Deputy Director Oscar P Yost 415 SA-16.....235-9731
Physical Security Division
Chief C Richard Martin 402 RPE.....235-9727
Personnel Security Division
Chief John C Millican 4151 RPE.....235-9719
Administrative Support Staff Vivian E. Bates 415 RPE.....235-9719
Security Clearance and Records Inquiries 414 SA-16.....235-9725

LEG	OFFICE OF LEGISLATIVE AFFAIRS	505

Assistant Administrator Genta A Hawkins 2895.....632-8264
Admin Oprns Asst Carolyn Proctor 2895.....632-8264
Deputy Assistant Administrator
Herbert A Jolovitz 2895.....632-9080
Associate Assistant Administrator
William Bruce Gair 2895.....632-1284
Program Presentation and Legislative
Projects Division (LEG/PPD)
William McIntyre 2895.....632-3652
Congressional Liaison Staff (LEG/CLS)
LAC John R Wagley 2895.....632-8190
AFR/GC Alex Dickie 2895.....632-8192
ASIA Kimberly Gamble 2895.....632-8192
NE/FFP Ted Weihe (actg) 2895.....632-8192
DS/PDC Ted Weihe 2895.....632-8192
Congressional Inquiries
Carole Woodward 2895.....632-8191
Congressional Documents/Mail
Elouise Hood 2895.....632-8335

OPA	OFFICE OF PUBLIC AFFAIRS	506

Director James W McCulla 4898.....632-9170
Deputy Director Christine Camp 4898.....632-8632
Secretary Frances G Dennis 4898.....632-9170

PUBLIC INQUIRIES STAFF (OPA/PI)
Chief Arnold H Dadian 2738.....632-9614
Freedom of Information Officer
Arnold H Dadian 2738.....632-9614
Privacy Act Officer
Rhea Johnson 2738.....632-9614

MEDIA & PUBLIC SERVICES DIVISION (OPA/MPS)
Chief James Dunn 4883.....632-0674
Radio/TV Susan Scharfman 4883.....632-0674
Speakers Program Wade Fleetwood 4894.....632-8194

PRESS & PUBLICATIONS DIVISION (OPA/PP)
Chief Edward Caplan 4898.....632-8632
Senior Press Officer Gale D Wallace 4893.....632-8332
Editor Agenda Lee Mullane 4886.....632-8351
Editor Front Lines Alexanderina Shuler 4890.....632-3755
Editor World Development Letter Peggy Streit 4898.....632-8632
Photographer Front Lines Clyde McNair 4890.....632-7979

GC	OFFICE OF THE GENERAL COUNSEL	507

General Counsel Norman Holmes 6895.....632-8548
Secretary Joan Gobrecht 6895.....632-8548
Deputy General Counsel
Kelly C Kammerer 6895.....632-8556
Secretary (Vacant).....632-8556
Deputy General Counsel (Vacant).....632-3794
Assistant General Counsel for Africa
Edward A Dragon 6889.....632-9218
Assistant General Counsel for Latin America
and the Caribbean Judd L Kessler 5917.....632-3272
Assistant General Counsel for Asia
Herbert F Morris 6312.....632-8092
Assistant General Counsel for Near East
John E Mullen 2634.....632-8826
Assistant General Counsel for Legislative, Policy and
Intergovernment Affairs Charles E Costello 6879.....632-8404
Assistant General Counsel for Employee and Public Affairs
Kenneth E Fries 6892.....632-8218
Assistant General Counsel for Technical, Food, and
Humanitarian Assistance A Richard Richstein 6887.....632-8428
Assistant General Counsel for Contracting and
Procurement Barton Veret 6951.....632-1170
Assistant General Counsel for Enforcement
Robert S Perkins 6947.....632-8874
Assistant General Counsel for Housing
Michael G Kitay 626B SA-12.....632-3544
Legal Assistant Susan J Hall 6945.....632-8375
Management Asst/GC Files
Mary C Hawkins 6888.....632-8530

PM	OFFICE OF PERSONNEL MANAGEMENT	508

Director
Edna A Boorady 300 SA-2.....632-9608

Deputy Director
Richard W Parsons 300 SA-2.....632-9538
Labor Relations Staff (PM/LR) Chief
James D Kraus (Acting) 319 SA-2.....632-7494
Executive Personnel Management Staff (PM/EPM) Chief
Gerald A Pagano 121 SA-2.....632-3980
Policy Development & Evaluation Division (PM/PDE)
Associate Director Fredrick W Hahne 311 SA-2.....632-9866
Personnel Operations (PM/PO) Associate Director
Luke M Malabad 200 SA-2.....632-3877
AID/W Division (PM/PO/W) Chief
Jan Barrow 412 SA-2.....632-0010
Overseas Division (PM/PO/OS) Chief
John Popovich 200 SA-2.....632-3877
Recruitment Staff (PM/PO/R) Chief
William M Taylor 111 SA-2.....632-2962
Employee Relations and Services Division (PM/ERS) Chief
Dana A Lund 100 SA-2.....632-2954
Position Management and Classification Division (PM/PMC) Chief
Henry A Ulrich Jr 123 SA-2.....632-8566
Training and Development Division (PM/TD) Chief
Daniel F Creedon 413 SA-14.....235-9124
Administrative Officer (PM/ADM)
Harrison J Hahn 318 SA-2.....632-9111
Congressional Correspondence
Paula L Peak 116 SA-2.....632-0887

EOP	OFFICE OF EQUAL OPPORTUNITY PROGRAMS	509

Director
Pauline G Johnson 2664.....632-7996
Secretary Jo Williams 2664.....632-7996
Deputy Director
Raymond J Torrey 2664.....632-7998

FM	OFFICE OF FINANCIAL MANAGEMENT	510

Controller
M Douglas Stafford 525 SA-12.....632-0128
Deputy Controller
W Wayne McKeel 525 SA-12.....632-0158
Deputy Controller
Rob L Berrett 517 SA-12.....632-0050
Deputy Controller Terrence J. McMahon.....632-0012
Executive Officer
Arthur Smith 525 SA-12.....632-0145
Accounting Systems Division (FM/ASD) Chief
Bruce K Birnberg 524B SA-12.....632-0162
Banking and Finance Division (FM/BFD) Chief
Joseph O'Neill 534 SA-12.....632-0176
Budget Division (FM/BD) (Acting) Chief
Robert Clark 517 SA-12.....632-0050
Central Accounting Division (FM/CAD) (Actg) Chief
William F Livengood 624 SA-12.....632-0066

Employee Services Division (FM/ESD)
  Assistant Controller
    Arthur D Schantz 506 SA-12.....632-0076
Funds Control Division (FM/FCD) Chief
  Dannie G Baker 516 SA-12.....632-0046
Loan Management Division (FM/LMD) Chief
  Elmer S. Owens 619 SA-12.....632-0116
Program Accounting Division (FM/PAD)
  Assistant Controller
    Phillip R Amos 607 SA-12.....632-0015
Support Services Division (FM/SSD)
  Assistant Controller
    Daniel P Rudowski 614 SA-12.....632-0148

SDB	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION	511

Director
  Raymond C Malley 651 SA-14.....235-1822
Chief Small Business Division (SDB/SB)
  Nedra Rowe (Acting) 743 SA-14.....235-9155
Chief (SDB/MRC) Minority Resource Center
  Jerome Patterson 661 SA-14.....235-2274

PPC	BUREAU FOR PROGRAM AND POLICY COORDINATION	512

Assistant Administrator
  Alexander Shakow 3942.....632-0482
  Secretary Vacant3942.....632-0482
Deputy Assistant Administrator
  Charles Paolillo 3942.....632-1594
Environmental Affairs Coordinator
  Albert Printz 3245.....632-1036
Security Assistance Coordinator
  Mary Jane Heyl 3898.....632-1346
Energy Policy Advisor
  Stephen Klein 3727.....632-9113

  EXECUTIVE MANAGEMENT STAFF (PPC/EMS)
Director
  Merriam Woodhouse 3665.....632-8342

  OFFICE OF POLICY DEVELOPMENT & PROGRAM REVIEW (PPC/PDPR)
Associate Assistant Administrator
  Barry Sidman 3938.....632-8594
Deputy
  Vacant.....
Human Resources Division Chief
  Ann VanDusen 3893B.....632-3017
Rural Development Division Chief
  Douglas Caton 2675.....632-1788
Economic Development Division Chief
  Charles Montrie 3895.....632-8928
Civic Participation Division Chief
  Jonathan Silverstone 3892.....632-8119

Program Design & Implementation Division Chief
Francis Kenefick 3643.....632-8772

OFFICE OF ECONOMIC AFFAIRS (PPC/EA)
Director Constantine Michalopoulos 3847.....632-8161
Senior Economic Advisor Keith Jay 3885.....632-9747

OFFICE OF EVALUATION (PPC/E)
Associate Assistant Administrator
Robert Berg 3938.....632-0211
Program Evaluation Systems Division Chief
Steven Singer (Acting) 3534.....632-0226
Studies Division Chief
Richard Blue 2845.....632-0545

OFFICE OF PLANNING AND BUDGETING (PPC/PB)
Associate Assistant Administrator
Robert Simpson 3756.....632-2088
Deputy Associate Assistant Administrator
G Tom Friedkin 3748.....632-9176
Planning and Resource Systems Division -
Planning Budget Allocations, Guidance, Congressional
Reports, Presentation and Hearings Chief
Leonard Rogers 3752.....632-3918
Program Analysis Division A - DS, PDC, Title XII
Chief/Coordinator
Ain Kivimae 3749.....632-0436
Program Analysis Division B - Asia, Near East, PPC,
Peace Corps, Security Assistance
Chief/Coordinator
Vacant 3731C.....632-9110
Program Analysis Division C - Latin America and the
Caribbean, International Organizations
Chief/Coordinator
Arthur Lezin 3745.....632-3934
Program Data Services Division Chief
Anna K Lee 627 SA-14.....235-9167

OFFICE OF WOMEN IN DEVELOPMENT (PPC/WID)
Coordinator
Arvonne Fraser 3243.....632-3992
Deputy Coordinator
Paula Goddard 3243A.....632-3993

DS	BUREAU FOR DEVELOPMENT SUPPORT	513

Assistant Administrator
Sander M Levin 4942.....632-8614
513 SA-18.....235-9054
Secretary Margaret Smith 4942.....632-8614
Special Assistant Elizabeth Carter 4942.....632-2192
513C SA-18.....235-9054
Communications Officers
Charlotte Kjellmark 503F SA-18.....235-9003
Charlotte Ureksoy 4942.....632-3541

OFFICE OF PROGRAM (DS/PO)
Director
Bernard Chapnick 215C SA-18.....235-8898

Deputy Director
Ann Morales 215 SA-18.....235-9037

OFFICE OF MANAGEMENT
Director
Margaret Thome 522 SA-18.....235-2100
Deputy Director
Edith Batten 522B SA-18.....235-9018

OFFICE OF DEVELOPMENT INFORMATION AND UTILIZATION (DS/DIU)
Director
Lida Allen 511 SA-14.....235-9207
Deputy Director
Maury Brown 509B SA-14.....235-9207

DEPUTY ASSISTANT ADMINISTRATOR FOR FOOD AND NUTRITION (DS/DAA/FN)
Deputy Assistant Administrator
Eugene N Babb 513B SA-18.....235-2240
Special Assistant
Shane MacCarthy 513B SA-18.....235-2240
Coordinator for Title XII Strengthening Grants and University Relations
Erven J Long 309 SA-18.....235-8929
Deputy Coordinator
Curtis Barker 309 SA-18.....235-8931

OFFICE OF AGRICULTURE (DS/AGR)
Director (Acting) Richard Solem 409 SA-18.....235-8952
Deputy Director (Acting) Keith Byergo
409C SA-18.....235-8899
Associate Director for Field Services
James K McDermott 409 SA-18.....235-8974

OFFICE OF NUTRITION (DS/N)
Director Martin J Forman
702H SA-18.....235-9779
Deputy Director (Vacant).....

OFFICE OF RURAL DEVELOPMENT AND DEVELOPMENT ADMINISTRATION (DS/RAD)
Director Harlan H Hobgood 508 SA-18.....235-8902
Deputy Director Rural Development
Paul Fritz 508 SA-18.....235-8918
Deputy Director Development Administration
Norman Nicholson 506 SA-18.....235-8918

DEPUTY ASSISTANT ADMINISTRATOR FOR DEVELOPMENT TECHNOLOGY (DS/DAA/DT)
Deputy Assistant Administrator Vacant
513 SA-18.....235-8956
Special Assistant David Rhoad 513 SA-18.....235-8956

OFFICE OF SCIENCE AND TECHNOLOGY (DS/ST)
Director William M Feldman (Acting) 209F SA-18.....235-9044
Deputy Director William M Feldman 209E SA-18.....235-9044

OFFICE OF URBAN DEVELOPMENT (DS/UD)
Director William R Miner 320 SA-18.....235-9062
Deputy Director Eric Chetwynd Jr 320 SA-18.....235-9062

OFFICE OF ENGINEERING (DS/ENGR)
Director Frank D DiMatteo 570D SA-14.....235-9827

OFFICE OF HOUSING (DS/H)
Director Peter M Kimm 625 SA-12.....623-9637

OFFICE OF ENERGY (DS/EY)
Director Alan Jacobs 308D SA-18.....235-9090

DEPUTY ASSISTANT ADMINISTRATOR FOR HUMAN RESOURCES DEVELOPMENT (DS/DAA/HRD)
Deputy Assistant Administrator
Stephen C Joseph 509 SA-18.....235-9001
Special Assistant Ann H Aarnes
509D SA-18.....235-2244

OFFICE OF EDUCATION (DS/ED)
Director (Acting) David M Sprague 311 SA-18.....235-9012
Deputy Director David M Sprague 311 SA-18.....235-9012

OFFICE OF HEALTH (DS/HEA)
Director John Alden 301D SA-16.....235-9649
Deputy Director Clifford A Pease 301E SA-16.....235-9649

OFFICE OF POPULATION (DS/POP)
Director John J Speidel (Acting) 209 SA-16.....235-8117
Deputy Director Patricia Baldi (Acting)
209 SA-16.....235-8117

OFFICE OF INTERNATIONAL TRAINING (DS/IT)
Director F William Small (Acting) 402 SA-8.....235-1853
Deputy Director F William Small 415 SA-8.....235-1855

SER	BUREAU FOR PROGRAM AND MANAGEMENT SERVICES	514

Assistant Administrator
D G MacDonald 5893.....632-9888
Secretary Thelma L Belloli 5893.....632-9888
Deputy Assistant Administrator
John F Owens 5893.....632-9890
Secretary Agnes A Braddock 5893.....632-9890
Special Assistant Norma J Ayers 5899.....632-8258
Special Assistant Mary E Wampler 2842.....632-8626
Administrative Operations Assistant B J Burson 5897.....632-8863

COORDINATOR FOR THE ITALIAN EARTHQUAKE RECONSTRUCTION PROGRAM
Coordinator Arturo G Costantino 5897.....632-8072

OFFICE OF MANAGEMENT PLANNING (SER/MP)
Director Phyllis A Drohat 113-A SA-8.....235-2931
Management Analysis Division One (SER/MP/One)
Chief Richard F Calhoun 115 SA-8.....235-2125
Management Improvement Officer
Timothy Knight (Acting) 109 SA-8.....235-2125
SER Bureau Congressional Presentation
Coordinator Barbara Bennett (Acting) 119 SA-8.....235-2125
Management Analysis Division Two (SER/MP/Two)
Chief Joseph R Ellis 105 SA-8.....235-2386
Systems Coordination Officer
J Kevin Burke 103 SA-8.....235-2386
SER Bureau Budget Coordinator
David L Johnson (Acting) 102 SA-8.....235-2386
Directives Coordination Officer
Fred D Allen 107 SA-8.....235-2386

Management Analysis Division Three (SER/MP/Three)
Chief Gwendolyn H Joe 123 SA-8.....235-2113
Organization Coordinator Officer
Catherine A Smith 119B SA-8.....235-2113
Advisory Committee Management Officer
Mona Harris (Acting) 119A SA-8.....235-2113
Administrative Officer
Dorothy M Kelley 111 SA-8.....235-2933

OFFICE OF MANAGEMENT OPERATIONS (SER/MO)
Director C David McMakin (Acting) 3328.....632-8972
Deputy Director C David McMakin 3328.....632-8972
Policy and Procedures Staff Chief
Clement I Irons 3328.....632-8972
Communications and Records Management Division Chief
Stan Holladay 3417A.....632-8518
General Services Division Chief
Clyde C Laursen 274A SA-11.....235-9820
Publications and Audio/Visual Arts Division Chief
Roger M Mieras B-926.....632-8368
Travel and Transportation Division Chief
Waddell Burwell 12A41.....632-8284
Administrative Officer
Audrey S Douglas.....632-9241
Assistant Director for Overseas Management
William R White Jr 214 SA-11.....235-9801
Deputy Assistant Director
(Acting) Harold Daveler 216 SA-11.....235-9801
Regional Director for Near East and Asia
F Samuel Ostertag 220 SA-11.....235-9811
Regional Director for Africa and Latin America
Jack E Thrower 222 SA-11.....235-9811

OFFICE OF DATA MANAGEMENT (SER/DM)
Director James T McMahon 725 SA-12.....632-7962
Deputy Director Paul P Spishak 725 SA-12..... 632-7962
Administrative Officer Lucille I Murphy 725 SA-12..... 632-3962
Information Management Division (DM/IM)
Chief Linwood A Rhodes 714 SA-12.....632-0084
Systems Development Division (DM/SD)
Chief William J Follen 725 SA-12.....632-0092
Systems Management Division (DM/SM)
Chief Willard W Lee 717 SA-12.....632-0032
Planning, Standards and Evaluation Division (DM/PSE)
Chief William C Ruotola 706 SA-12.....632-9744
Computer Center Division (DM/CC)
Chief Herbert B Thompson 737 SA-12.....632-9650

OFFICE OF CONTRACT MANAGEMENT (SER/CM)
Director
Hugh L Dwelley 600 SA-14.....235-9159
Deputy Director
Vacant 600 SA-14.....235-9121
Administrative Officer
Nancy W Carroll 600 SA-14.....235-9122
Excess Property Division (CM/EPD)
Chief John W Logan New Cumberland, Pa.....590-2288
Washington Liaison Branch Chief
William E Gamble 600 SA-14.....235-9157
Services Operations Division (CM/SOD)
Chief Joseph C Watkins 675D SA-14.....235-9120
Regional Operations Division (CM/ROD)
Chief Stanley D Heishman 731 SA-14.....235-9152

Central Operations Division (CM/COD)
Chief Francis J Moncada 773 SA-14.....235-9132
Support Division (CM/SD)
Chief Arthur Bjorlykke 701 SA-14.....235-9125

OFFICE OF COMMODITY MANAGEMENT (SER/COM)
Director William C Schmeisser Jr 809 SA-18.....235-8846
Deputy Director Robert D Elliott 809 SA-18.....235-8848
Administrative Officer Roberta Gray 809C SA-18.....235-8966
Policy and Procedures Staff (COM/PP)
Chief Robert A Cahn 806F SA-18.....235-2173
Asia Division (COM/ASIA)
Chief Bendeguz Viragh 803 SA-18.....235-9005
Africa, Latin America and the Caribbean and
Interregional Division (COM/ALI)
Chief Peter J Hagan 709 SA-18.....235-8975
Near East Division (COM/NE)
Chief R T Looper 811 SA-18.....235-8905
Commodity and Procurement Support Division (COM/CPS)
Chief Daniel C Pfoutz 711C SA-18.....235-8887
Transportation Support Division (COM/TS)
Chief Robert C Duane 806A SA-18.....235-8984
Surveillance and Evaluation Division (COM/SE)
Chief Vacant 820C SA-18.....235-8979

PDC	BUREAU FOR PRIVATE AND DEVELOPMENT COOPERATION	515

OFFICE OF THE ASSISTANT ADMINISTRATOR - AA/PDC
Assistant Administrator - Calvin H Raullerson 5883.....632-8298
Secretary Charlotte Norwood 5883.....632-8298
Deputy Assistant Administrator Frederick F Simmons 5883.....632-3478
Secretary Thelma L Barnes 5883.....632-3478
Special Assistant Mary G Little 3914.....632-6168
Executive Director, Advisory Committee on Voluntary Foreign Aid
John A Ulinski 2849.....632-8937
PDC Secretariat Justine Baylor 5883.....632-8268

OFFICE OF PROGRAM AND MANAGEMENT SUPPORT - PDC/PMS
Director Jimmy O Philpott 201 SA-8.....235-1940
Deputy Director Louis C Stamberg 203 SA-8.....235-1940
Administrative Officer Benjamin F Page 3916.....632-1799

OFFICE OF PRIVATE AND VOLUNTARY COOPERATION - PDC/PVC
Director Thomas H Fox 241 SA-8.....235-1623
Deputy Director I Austin Heyman 243 SA-8.....235-1623
Chief Public Liaison Division
Robert McClusky 225B SA-8.....235-1844
Chief OPNS/LAC/AFR Ross E Bigelow 249 SA-8.....235-1684
Chief OPNS/ASIA/Special Projects Steve Bergen 235A SA-8.....235-8420

OFFICE OF FOOD FOR PEACE - PDC/FFP
Coordinator Kathleen S Bittermann 535 SA-14.....235-9210
Deputy Coordinator Robert C Chase 535 SA-14.....235-9205
Title I Division (PDC/FFP/I)
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Title II Division (PDC/FFP/II)
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Vacant (FFP/ASIA) 525 SA-14.....235-9173

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Nancy Fox (FFP/AFR) 525 SA-14.....235-9196
Lawrence Flynn (FFP/NE) 521 SA-14.....235-9193
Program Operations Division (PDC/FFP/PO)
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Director Vacant 4234.....632-3662
Deputy Director Paul M Bergman 202 SA-11.....235-1895

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Coordinator David A Raymond, Acting 223 SA-8.....235-1800
Deputy Coordinator David A Raymond 223 SA-8.....235-1800
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Assistant Coordinator Franklin Stewart 221 SA-8.....235-1231
Regional Program Officers
Asia Richard Kranker 211 SA-8.....235-1231
Latin American and the Carribbean
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Near East/North Africa Ronald Bobel 217 SA-8.....235-1231
Africa Raymond Dinkin 220 SA-8.....235-1231
Regional Attache Officers
Latin America and the Caribbean
Vacant 213 SA-8.....235-1231
Near East/North Africa Louis G Sleeper 215 SA-8.....235-1231
Africa (Vacant)
Asis Louis G Sleeper 215 SA-8.....235-1231
Director RDP Training Office Rose M Robinson 1200 SA-8.....235-1890

IIA	BUREAU OF INTRAGOVERNMENTAL AND INTERNATIONAL AFFAIRS	516

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AFR	BUREAU FOR AFRICA	517

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ASIA	BUREAU FOR ASIA	518

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Nepal
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Sri Lanka
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NE	BUREAU FOR NEAR EAST	520

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Deputy Assistant Administrator
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Human Resources Science & Technology Division
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ACVFA	ADVISORY COMMITTEE ON VOLUNTARY FOREIGN AID	521

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RAC	A.I.D. RESEARCH ADVISORY COMMITTEE	522

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LG	LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS	802

Assistant Director Janet B Watlington M-401.....48070

GC	GENERAL COUNSEL	803

General Counsel Barbara J Kelly M-607.....43116

C	OFFICE OF COMPLIANCE	804

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PP	POLICY AND PLANNING	805

Assistant Director Dennis Derryck M-606.....48501

OVCP	OFFICE OF VOLUNTARY CITIZEN PARTICIPATION	806

Assistant Director Mercedes Miller M-907.....43545

AF	ADMINISTRATION AND FINANCE	807

Assistant Director James B Lancaster Jr M-200.....43172

DO	DOMESTIC AND ANTI-POVERTY OPERATIONS	808

Associate Director John R Lewis M-1007.....47290

R	RECRUITMENT	809

Assistant Director Jim Duke (Acting) P-300.....48387

PC	PEACE CORPS	810

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Ceylon (Colombo) (See Sri Lanka)

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Honduras (Tegucigalpa)
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Horn of Africa (See Ethiopia and Somalia)

Hungary (Budapest)
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*John P Spillane 6247.....23672
**John F Scott 6247.....23672
***Edwin P Cubbison 6247....23672
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*E J Beigel 5226.....23746
**Vittorio A Brod 5230.....28210

Ivory Coast (Abidjan)
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Kampuchea (See Cambodia)

Kenya (Nairobi)
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Korea, North and South
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*Blaine D Porter 5315.....27717
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Lebanon (Beirut)
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Oman (Muscat)
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Pacific Islands (General)
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Pakistan (Islamabad)
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Portuguese Guinea (See Guinea-Bissau)

Qatar (Doha)
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Zanzibar (See United Republic of Tanzania)

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El Paso, Texas 79998 Box 20003 29895

INTERNATIONAL BOUNDARY COMMISSION UNITED STATES AND CANADA (IBC)
150, 425 Eye St NW 20001 (STOP 234) 28058

INTERNATIONAL JOINT COMMISSION (IJC)
1717 H St NW 20440 (STOP 86) 29456

RADIO TECHNICAL COMMISSION FOR AERONAUTICS (RTCA)
Suite 655 1717 H St NW 20006 ..... (9) 296-0484

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Inquiries regarding the listings under Faculty Advisers and Members should be addressed to M/FSI, Rm. 1108, SA-3, (9) 235-8771 and under Political Advisers to PM, Rm. 7428, Ext. 28688

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Executive Secretary Richard Kauzlarich (EB/IFD/OIA) 2535A 22728
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Office of Fisheries Affairs (OES/OFA) Benoit Brookens II 3214 22798
Advisory Committee to the United States National Section of the International Commission for the Conservation of Atlantic Tunas
Office of Fisheries Affairs (OES/OFA) Benoit Brookens II 3214 22798
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Overseas Schools Advisory Council
Presidential Advisory Board on Ambassadorial Appointments Patrick Kennedy (M) 7207 28867
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United States National Organization for the International Telegraph and Telephone Consultative Committee (CCITT)
Chairman Richard H Howarth (EB/CTA/TD) 5824 21007
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Interdepartmental Committee on Visual and Auditory Material for Distribution Abroad
Chairman Wilbert H Pearson (ICA-IMV/C) 2418 601 D St NW ..... (9) 376-7396
Interdepartment Radio Advisory Committee (IRAC)
Gordon L Huffcutt (EB/CTA/TD) 5824 22592
National Advisory Council on International Monetary and Financial Policies (NAC)
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David J. Dunford, all matters except IMF (EB/IFP/ODF) 2531 29426

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Deputy Executive Secretary (S/S) 7224 23126
Trade Policy Staff Committee (TPSC)
Chairman William B Kelly Jr 729 1800 G St NW ..... (9) 395-3395
Secretary Carolyn Frank (STR) 729 1800 G St NW ..... (9) 395-3395
US-FAO Interagency Committee (FAO)
Roger Brewin (IO/AGR) 5327 22525

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State Department and Foreign Affairs Adviser Robert A Brand ..... (9) 693-8134
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Deputy Commandant for International Affairs Frank E Cash ..... Dial 8-717-245-3505
Naval War College (NavWC) Newport, Rhode Island 02840
State Department Adviser to the President Nathaniel Davis ..... Dial 8-401-841-2245 or 3589
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US Naval Academy (USNA) Annapolis, Maryland 21402
Faculty Member (Vacant) ..... Dial 8-301-267-3579
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Faculty Member Department of Social Sciences Edward Murphy ..... Dial 8-914-938-2802

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Robert Anderson ..... Dial 8-804-444-6104
Political Adviser to Commander in Chief, Pacific Command (CINCPAC) Camp Smith Hawaii 96861
Michael V Connors ..... Dial 8-415-556-0220 or ask for 808-477-6606 or 6706
Political Adviser to Commander, US Coast Guard, NASSIF Bldg., Dept. of Transportation, 7th and D Streets, SW, Washington, D.C.
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Stamford, Conn 06901, Beatrice Mite, One Landmark Square, Broad and Atlantic Sts ..... 8-203-327-9550, Ext. 3321
Washington, DC 20524, Louis N Deaner, 1425 K St NW, Rm 262 ..... (9) 783-8170

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Boston, Mass 02203, John F Ford, John F Kennedy Bldg Gov't Center, Rm 405C 8-223-2753
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Washington, DC 22209, Raymond W Scroggs, 1800 N Kent St, Arlington, Va Rm 4001 703-235-9345

US MISSION TO THE UNITED NATIONS (USUN)

US Representative to the United Nations Donald F McHenry, 799 UN Plaza, New York, NY 10017 8-656-4497
Deputy Representative to the United Nations James W Spain, 799 UN Plaza, New York, NY 10017 8-656-4484
Administrative Affairs 8-656-4505
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International Legal Affairs 8-656-4467
International Organization Affairs 8-656-4482
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Press Office 8-656-4580
Public Affairs 8-656-4524
Office of the Chief of Protocol
Assistant Chief of Protocol, Marife Hernandez, 799 UN Plaza, New York, NY 8-826-4578

*Calls to the above offices should be made through the FTS System except for
Honolulu From 7:45 p.m. to 11:00 a.m. dial (9) 472-6620.
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LIAISON OFFICES IN THE DEPARTMENT OF STATE

CENTO	Central Treaty Organization (NEA/RA)	23121, 20267
CIA	Central Intelligence Agency Room 8646	20950
DIA	Defense Intelligence Agency Room 8646	20950
DLO	Defense Liaison for Communications (DLO) Room 44A23	22428
EWC	East-West Center (EWC) 5815A	20896
FAO	Food and Agriculture Organization	
	Organization Matters (IO/AGR)	22525
FBI	Federal Bureau of Investigation Room 8646	28357
GAO	General Accounting Office (M/COMP/EX)	22320
GPO	Government Printing Office (FAIM/PS) Room 1756	20550
IAEA	International Atomic Energy Agency (IO/SCT)	23511
IBRD	International Bank for Reconstruction and Development (EB/IFD/ODF)	21243
IBWC	International Boundary and Water Commission	
	U.S. and Mexico Room 4916	29895
ICAO	International Civil Aviation Organization (EB/OA/AVP)	29341
	Organizational and Procedural Matters (IO/TRC)	22674
ILO	International Labor Organization (IO/LABW)	21121
IMCO	Inter-Governmental Maritime Consultative Organization (EB/TRA/MA)	22655
	Organizational and Procedural Matters (IO/TRC)	22674
IMF	International Monetary Fund (EB/IFD)	20640
INTELSAT	International Telecommunications Satellite Organization (EB/CTA/TD)	23405
INTERIOR	Interior Department Room 2442A	20891
IO/UCS	Secretariat-U.S. National Commission for UNESCO	22762
ITU	International Telecommunication Union (EB/CTA/TD)	23405
NATO	North Atlantic Treaty Organization (EUR)	21627
	Administrative Arrangements for Conferences (OIC)	21306
OAS	Organization of American States (ARA/USOAS)	29376
	CITEL Inter-American Telecommunications Conference (EB/CTA/TD)	22723
PA/PS	Non-Governmental Organizations (PA/PS/OL)	20772
SEATO	Southeast Asia Treaty Organization (EA/RA)	21200
SPC	South Pacific Commission (EA/ANP)	22125
UN	UN Information Center	(9) 296-5370
	United Nations (General Information) (IO)	21662
	Administrative Arrangements for US Delegations to UN Conferences (OC)	21306
	Development and Humanitarian Policy	20334
	International Economic Policy	22506
	Recruitment of Americans for International Organizations (IO/EX)	21045
	Reference Section (IO/EX)	27992
	Security and Armaments Limitation Problems (UNP)	21206
	Trusteeship and Dependent Areas (UNP)	20944
	UN Budgetary and Administrative Policy (IO/IBC/BA)	23049
	UN Political and Security Affairs (UNP)	28114
	UN System Coordination (IO/IBC/SC)	21546
UNESCO	United Nations Educational, Scientific and Cultural Organization (IO)	23619
UPU	Universal Postal Union (EB/CTA/TD)	21007
	Organizational and Procedural Matters (IO/TRC)	22674
USCG	United States Coast Guard 3214	22047
USPS	United States Postal Service (EB/CTA/TD)	21007
USSS	United States Secret Service 2117A	(24-hour number) 29738
WHO	World Health Organization (IO/HDC)	20591
WMO	World Meteorological Organization (IO/SCT)	23511

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Austria 2343 Mass Ave (20008) 483-4474
Bahamas 600 New Hamp Ave (20037) 338-3940
Bahrain 2600 Virginia Ave (20037) 965-4930
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Cuban Interests Section, Czechoslovakian Embassy
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2100 M St (20037) 862-9500
Fiji Suite 520, 1629 K St (20006) 296-3928
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Ivory Coast 2424 Mass Ave (20008) ..... HU 3-2400
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Kuwait 2940 Tilden St (20008) 966-0702
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Lithuania 2622 16th St (20009) ..... AD 4-5860
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Malta 2017 Conn Ave (20008) 462-3611
Mauritania 2129 Leroy Pl (20008) 232-5700
Mauritius 4301 Conn Ave (20008) 244-1491
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Nepal 2131 Leroy Pl (20008) 667-4550
Netherlands 4200 Linnean Ave (20008) 244-5300
New Zealand 19 Observatory Circle (20008) ..... CO 5-1721
Nicaragua 1627 New Hamp Ave (20009) ..... DU 7-4371
Niger 2204 R St (20008) 483-4224
Nigeria 2201 M St (20037) 223-9300
Norway 2720 34th St (20008) 333-6000
Oman 2342 Mass Ave (20008) 387-1980
Pakistan 2315 Mass Ave (20008) ..... DE 2-8330
Panama 2862 McGill Ter (20008) 483-1407
Papua New Guinea 3122 Davenport St (20008) 966-3020
Paraguay 2400 Mass Ave (20008) ..... HU 3-6960
Peru 1700 Mass Ave (20036) 833-9860
Philippines 1617 Mass Ave (20036) 483-1414
Poland 2640 16th St (20009) ..... AD 4-3800
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Rwanda 1714 New Hamp Ave (20009) 232-2882
Saudi Arabia 1520 18th St (20036) 483-2100
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Sierra Leone 1701 19th St (20009) 265-7700
Singapore 1824 R St (20009) 667-7555
Somalia, Suite 710, 600 New Hamp Ave (20037) .. AD 4-3261
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Spain 2700 15th St (20009) ..... CO 5-0190
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Suriname Suite 711 2600 Va Ave (20037) 338-6980
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Thailand 2300 Kalorama Rd (20008) 667-1446
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Turkey 1606 23d St (20008) ..... NO 7-6400
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GOVERNMENT INFORMATION NUMBERS

Agency	Zip Code	Mail Stop

A

Accounts, Bureau of (566-2000)	20226	224
*ACTION (655-4000)	20525	255
Advisory Commission on Inter-Governmental Relations (655-4000)	20575	445
*Agency for International Development (655-4000)	20523	100
**Agriculture, Department of (655-4000)	20250	209
**Agriculture Research Center Beltsville, Md (655-4000)	20251	209
**Air Force, Department of (545-6700)	20330	103
**Alaska Railroad (655-4000)	20240	206
Alien Property, Office of (633-2000)	20530	219
American Legion, Office Veterans Administration (393-4811)	20420	339
Andrews Air Force Base (981-9111)	20331	20
**Arlington Hall Station (545-6700)	22212	242
Armed Forces Institute of Pathology (545-6700)	20012	215
**Armed Services Police Detachment (545-6700)	20390	
*Arms Control and Disarmament Agency (655-4000)	20451	258
*Army Strategy and Tactics Analysis Group, Bethesda, Md (545-6700)	20014	
**Army, Department of (545-6700)	20310	103
Attorney General (633-2000)	20530	219

B

Board for International Broadcasting (254-8040)	20005	35
Board of Governors of Federal Reserve System (452-3000)	20551	45
Bolling Air Force Base (697-0111)	20332	11
**Botanic Gardens (224-3121)	20024	304
Budget, Bureau of (**See** Management & Budget, Office Of)	103	20
Bureau of Engraving and Printing (566-2000)	20228	213
**Bureau of Standards, National (655-4000)	20234	3
**Bureau of Standards, Gaithersburg, Md (921-1000)	20234	

C

**Capitol, U.S. (224-3121)		304
**Census, Bureau of The (655-4000)	20233	396
Central Intelligence Agency (351-1100)	20505	64
Civil Aeronautics Board (655-4000)	20428	235
**Coast Guard, U.S. (655-4000)	20591	280
Commerce, Department of (377-2000)	20230	206
*Commission on Civil Rights (655-4000)	20425	152
*Community Services Administration (655-4000)	20506	277
Controller of the Currency, Office of (566-2000)	20220	223
Comptroller General (655-4000)	20548	308
Council of Economic Advisers (395-3000)	20506	20
Court of Claims (655-4000)	20005	53
Court of Customs and Patent Appeals (655-4000)	20439	89
Court of General Sessions, D.C. (628-6000)	20001	
Customs, Bureau of (566-2000)	20226	311

D

Defense Communications Agency (545-6700)	20305	108
**Defense, Department of (545-6700)	20301	103
Defense Intelligence Agency (545-6700)	20301	103
Defense Materials Service (545-6700)	20405	29
Demonstrations and Intergovernmental Relations, Office of (393-4160)	20410	98
Department of (See Other Part of Title)		
Departmental Auditorium (783-9625)	20407	206
Disbursement, Division of (566-2000)	20220	224
**District Attorney, U.S. (655-4000)	20001	
D.C. Dept. of Veterans Affairs (737-5050)	20004	
District of Columbia General Hospital (626-5000)	20003	

OFFICIAL WORKING HOURS OF THE PRINCIPAL GOVERNMENT AGENCIES

Agriculture Department	9:00 to 5:30
Air Force Department	8:00 to 5:15
Army Department	8:15 to 5:30
Commerce Department	8:30 to 5:00
Federal Communications Commission	9:15 to 5:45
Federal Power Commission	8:30 to 5:00
Federal Reserve Board	8:45 to 5:15
General Accounting Office	8:15 to 4:45
General Services Administration	
Office of the Administrator	8:45 to 5:15
Office of Contract Settlement	9:00 to 5:30
Federal Supply Service	8:30 to 5:00
National Archives and Records Service	8:45 to 5:15
Public Building Service	8:45 to 5:15
Government Printing Office	8:00 to 4:30
Health Education and Welfare Department	9:00 to 5:30
Housing and Urban Development	8:30 to 5:00
Interior Department	7:45 to 4:15
Justice Department	9:00 to 5:30
Labor Department	8:15 to 4:45
Maritime Administration	8:30 to 5:00
National Academy of Sciences	9:00 to 5:00
National Science Foundation	8:30 to 5:00
Navy Department	8:00 to 4:30
Office of Personnel Management	8:45 to 5:15
Postal Service	8:15 to 4:45
Securities and Exchange Commission	9:00 to 5:30
Social Security Administration	8:00 to 4:30
State Department	8:45 to 5:30
Tariff Commission	8:45 to 5:15
Treasury Department	9:00 to 5:00
US International Communication Agency	8:45 to 5:30
Veterans Administration	8:00 to 4:30

Agency	Zip Code	Mail Stop
District of Columbia Government (727-1000)	20004	
District of Columbia Rehabilitation Service (727-1000)	20005	
District of Columbia Water Department (673-6600)	20001	
Drug Enforcement Administration (633-1000)	20537	349

E

Eastern Regional Renegotiation Board (655-4000)	20447	42
Education, D.C. Board of (727-1000)	20005	1219
Education, U.S. Office of (655-4000)	20202	113
Employees Compensation, Bureau of (655-4000)	20211	275
Employment Security, Bureau of (655-4000)	20210	205
Employment Service, District of Columbia (393-6151)	20004	
Energy, Department of (252-5000)	20545	
Environmental Health Service		
*Environmental Protection Agency (655-4000)	20460	460
**Environmental Science Services Administration (655-4000)	20852	
Equal Employment Opportunity Commission (343-1100)	20506	378
**Executive Office of the President (395-3000)	20506	28
Export-Import Bank of U.S. (566-2117)	20571	292

F

Farm Credit Administration (655-4000)	20587	200
*Federal Aviation Administration (655-4000)	20553	34
Federal Bureau of Investigation (324-3000)	20535	94
Federal Communications Commission (655-4000)	20554	201A
Federal Deposit Insurance Corporation (393-8400)	20429	260
**Federal Highway Administration (655-4000)		
**Federal Home Loan Bank Board (655-4000)	20552	305
*Federal Housing Administration (655-4000)	20411	341
Federal Maritime Commission (655-4000)	20573	193
Federal Mediation and Conciliation Service (377-2000)	20427	33
**Federal Power Commission (655-4000)	20426	22
Federal Prison Industries (633-2000)	20537	305B
Federal Records Center (655-4000)	22314	
Federal Register (655-4000)		220
Federal Reserve Board (452-3000)	20551	45
Federal Safety Council (655-4000)	20210	205
**Federal Supply Service (655-4000)	20405	353
*Federal Trade Commission (655-4000)	20580	221
Field Services, Office of Dept of Commerce (377-3178)	20230	206
Fine Arts, Commission of (343-1000)	20240	43
**Fleet Reserve (545-6700)	20370	103
**Flood Control (545-6700)	20315	107
Food and Agriculture Organization of the U.N. (655-4000)	20437	165
Food and Drug Administration (655-4000)	20204	155
Foreign Assets Control (566-2000)	20220	223
Foreign Claims Settlement Commission (653-6166)	20579	261
Foreign Trade Zones Board (377-2000)	20230	206
Fort Belvoir (664-6071)	22060	
Fort Detrick (663-1111)	21701	
**Fort Lesley J McNair (545-6700)	20315	315
Fort Meade (301-667-6261)	20755	
Fort Monroe, Hampton Va (804-727-2111)	23351	
**Fort Myer (545-6700)	22208	52
Freedmen's Hospital (745-6100)	20201	321
(See also Howard University Hospital)		

G

General Accounting Office-Main (655-4000)	20548	308
General Services Administration (343-1100)	20405	29
**Region 3 (655-4000)	20407	218
Geodetic Survey, Coast and (949-5310)	20852	206
**Geographic Names, Board on (986-2305)	20240	43
**Geological Survey (655-4000) Reston, Va (860-7000)	20242	29A
*Government Printing Office (655-4000)	20401	370

H

Health, Education and Welfare, Dept. of (655-4000)	20201	367
**Hearings and Appeals, Bureau of (655-4000)	20013	199
**Housing Assistance Administration (755-5111)	20413	99
*Housing and Urban Development, Department of (655-4000)	20410	98
Howard University (636-6100)	20001	381
Howard University Hospital (745-6100)	20060	

I

*Immigration and Naturalization Service (633-2000)	20536	234
Income Tax Information, Federal (783-8400)	20224	203
Indian Affairs, Bureau of (343-1100)	20240	264
Indian Claims Commission (655-4000)	20001	308
Inter-American Defense College, Fort McNair (545-6700)	20315	
Inter-American Development Bank (634-8000)	20577	243
Inter-American Institute of Agricultural Science (331-1010)	20006	243
Interior, Department of (343-1100)	20240	43
Internal Revenue Service (566-5000)	20224	203
International Bank for Reconstruction and Development (393-6360)	20433	26
International Boundary Commission, US-Canada (655-4000)	20001	234
International Communication Agency (655-4000)	20547	121
International Criminal Police Organization (Interpol) (566-2000)	20220	223
International Finance, Office of (783-8400)	20220	223

Agency	Zip Code	Mail Stop
*International Joint Commission (655-4000)	20440	86
International Monetary Fund (393-6360)	20431	8
International Trade Commission, US (655-4000)	20436	226
Interstate Commerce Commission (655-4000)	20423	204

J

*John F Kennedy Center for the Performing Arts (655-4000)	20566	208
**Joint Chiefs of Staff (545-6700)	20301	103
Joint Publications Research Service, U.S. (962-3833)	20443	159
Justice, Department of (633-2000)	20530	219

L

Labor, Department of (655-4000)	20210	205
Library, D.C. Public (727-1111)	20001	
**Library of Congress (426-5000)	20540	303
Lorton Reformatory D.C. (690-1111)	22079	

M

**Management and Budget, Office of (395-3000)	20301	20
**Marine Corps, U.S. (545-6700)	20380	82
Maritime Administration (655-4000)	20235	114
**Marshal's Office, U.S. (655-4000)	20001	
Metropolitan Planning and Development, Office of (393-4160)	20410	98
Metropolitan Police, D.C. (727-1000)	20001	
**Military District of Washington (545-6700)	20315	106
Mines, Bureau of (343-1100)	20240	43
Minimum Wage and Industrial Safety Board (727-1000)	20001	
Mint, Bureau of (566-2000)	20220	223
**Motor Pool, Interagency (655-4000)	20407	218
Motor Vehicle Parking Agency (727-1000)	20001	
Municipal Center, D.C. (727-1000)	20001	

N

National Academy of Sciences (393-8100)	20418	44
*National Aeronautics & Space Administration (655-4000)	20546	85
Goddard Space Flight Center, Greenbelt Md (474-9000)	20771	232
Langley Field Virginia (804-722-2761)	23365	
Wallops Island (737-3945)	23337	
National Archives and Records Service (655-4000)	20408	220
National Audiovisual Center (763-7420)	20409	386
(393-3111)	20430	101
*National Capital Parks (655-4000)	20540	254
National Capital Planning Commission (655-4000)	20576	456
National Council on the Arts (655-4000)	20506	463
National Credit Union Administration (655-4000)		
**National Defense University (545-6700)	20315	315
National Foundation on the Arts and the Humanities (655-4000)	20506	203
National Gallery of Art (737-4215)	20565	265
**National Guard Bureau (545-6700)	20310	103
National Highway Traffic Safety Administration (655-4000)	20590	330
National Institutes of Health (656-4000)	20014	
*National Labor Relations Board (655-4000)	20570	338
National Library of Medicine (656-4000)	20014	216
National Mediation Board (343-1100)	20572	135
National Museum (628-1810)	20560	217
**National Park Service (343-1100)	20240	43
*National Science Foundation (655-4000)	20550	19
**National Security Council (395-3000)	20506	28
National War College (545-6700)	20315	315
National Weather Service (655-4000)	20910	7
**Natural Disaster Information Center (395-3000)	20504	
Naval Academy Annapolis Md (301-267-6000)	21402	
Naval Base, Philadelphia Pa (215-465-1000)	19112	
Naval Communications Station-Cheltenham (545-6700)	20390	174
**Naval Medical Center (545-6700)	20014	
Naval Observatory (545-6700)	20390	1
**Naval Oceanographic Office, U.S. (545-6700)	20390	504
Naval Ordnance Laboratory (743-5511)	20910	
**Naval Reconnaissance and Technical Support Center (545-6700)	20390	169
**Naval Research Laboratory (545-6700)	20390	10
Naval Research Laboratory Annex, Chesapeake Beach Md (301-257-2111)	20732	
**Naval Security Station (545-6700)	20390	172
Naval Ship Research and Development Center (545-6700)	20007	169
**Navy, Department of (545-6700)	20350	48
Nuclear Regulatory Commission (655-4000)	20555	555

O

*Office of Civil Defense, Pentagon Arlington (545-6700)	20310	103
Office of Economic Opportunity (655-4000)	20506	277
*Office of Personnel Management (632-6101)	20415	227
Office of Special Investigation USAF (545-6700)	20314	103
Office of Special Representative for Trade Negotiations (395-3000)	20506	430
Office of Telecommunications Policy (395-3000)	20504	16
Organization of American States (331-1010)	20006	
*Overseas Private Investment Corporation (655-4000)	20527	527

P

Pan American Health Organization (223-4700)	20006	
Panama Canal Company (655-4000)	20004	
Park Police, U.S. (655-4000)	20242	79
Parole, Board of (633-2000)	20537	

Agency	Zip Code	Mail Stop
Passport Office (655-4000)	20524	35
**Patent Office (655-4000)	20231	395
Patuxent River Naval Air Station	20390	
Peace Corps (655-4000)	20525	255
Plant Industry, Beltsville Md	20251	
Postal Service, U.S. (245-4000)	20260	201
President's Advisory Committee on Labor Management Policy (393-2420)	20210	205
President's Committee on Employment of the Handicapped (393-2420)	20210	205
President's Committee on Equal Employment Opportunity (393-2420)	20210	205
President's Council on Physical Fitness and Sports (655-4000)	20537	308
Prisons, Bureau of (633-2000)	20537	305B
**Public Buildings Service (655-4000)	20405	29
*Public Health Service (655-4000)	20852	
Woodmont Bldg Bethesda Md (495-0400)	20201	
Bureau of Medical Services, Sil Spg Md (495-0400)	20201	
Public Welfare, D.C., Department of (727-1000)	20001	
Bell School (727-1000)	20024	

R

Agency	Zip Code	Mail Stop
Recreation Department, D.C. (727-1000)	20010	
Red Cross, the American National (737-8300)	20006	
*Renegotiation Board, the (655-4000)	20446	61
**Representatives, House of (224-3121)	20515	304
Research Council, National (393-8100)	20418	44
Resources & Investigations, Division of D.C. (393-6510)	20011	

S

Agency	Zip Code	Mail Stop
St Elizabeths Hospital (562-4000)	20032	
**St. Lawrence Seaway Development Corp (655-4000)	20591	330
Savings Bonds Division (566-2000)	20226	307
Schools, D.C. Public (727-1000)	20005	
**Scientific & Technical Intelligence Center, Dept of Navy (545-6700)	20390	357
Secret Service U.S. (393-6400)	20220	383
*Securities and Exchange Commission (655-4000)	20549	349C
Selective Service (343-1100)	20435	40
**Senate, U.S. (224-3121)	20500	301
Small Business Administration (655-4000)	20416	71
Smithsonian Institution (628-4422)	20560	217
Social Security Administration (655-4000)	20203	367
Baltimore, Md. (301-594-1234)	21235	
Solicitor, Office of the (655-4000)	20210	177
*State, Department of (655-4000)	20520	27
Passport Office (655-4000)	20524	35
Superintendent of Documents, Government Printing Office (783-3238)	20402	371
Superior Court of the District of Columbia (727-1010)		
Supreme Court, U.S. (252-3000)	20543	302

T

Agency	Zip Code	Mail Stop
Tax Court, U.S. (655-4000)	20004	
Tennessee Valley Authority (343-1100)	20444	337
Territories, Office of (343-1100)	20240	43
*Transportation, Department of (655-4000)	20590	330
Travel Service, U.S. (377-2000)	20230	206
Treasury, Department of (566-2000)	20220	223

U

Agency	Zip Code	Mail Stop
United Nations Information Center (653-6128)	20037	
**U.S. Attorney's Office (655-4000)	20001	
*U.S. Courts (655-4000)	20001	
U.S. Courts, Administrative Office of (393-1640)	20544	312
U.S. Employment Service D.C. Office (393-6151)	20001	144
Auditors Bldg (655-4000)	20547	121
Other Locations (655-4000)	20547	121
**U.S. Marshal's Office (655-4000)	20001	

V

Agency	Zip Code	Mail Stop
VA Hospital 50 Irving St NW (483-6666)	20422	278
Veterans Administration Main (393-4120)	20420	73
Vocational and Rehabilitation Service, D.C. (629-4255)	20005	
*Voluntary Foreign Aid, Advisory Committee on (655-4000)	20523	100

W

Agency	Zip Code	Mail Stop
Wage and Hour and Public Contracts Division (655-4000)	20210	205
Walter Reed Hospital (545-6700)	20012	358
Washington Field Office, F.B.I. (324-3000)	20535	379
*Washington National Airport (655-4000)	20001	67
Washington Navy Yard Annex (697-0111)	20390	314
Weather Bureau (936-1212)	20235	7
**White House (456-1414)	20500	28
**White House Communications Agency (395-2000)		
Women's Bureau (655-4000)	20210	205
World Bank (477-1234)	20433	26

OFFICE SYMBOLS

Telephone extensions are at beginning of each unit. Numbers at end of entries refer to sections in the Organizational Directory

A 21492—Bureau of Administration - 325
A/AID AID 29620—Office of the Administrator, Agency for International Development - 501
A/ALS (9) 235-9466—Allowances Staff - 325
A/ART 21634—Art in Embassies Staff - 325
A/CDC 23810—Deputy Assistant Secretary for Classification/Declassification Center - 325
A/EX 21902—Executive Director - 325
A/EX/FM 28920—Financial Management Division - 325
A/EX/ASD 29414—Administrative Services Division - 325
A/EX/MGT 25376—Chief, Management Division - 325
A/EX/PMD 26598—Chief, Personnel Management Division - 325
A/FBO (9) 235-9491—Office of Foreign Buildings - 325
A/ICP 23331—International Center Project - 325
A/ISO 22278—Deputy Assistant Secretary for Information Systems - 325
A/OASIS 23510—Organizational Analysis & Systems Integration Staff - 325
A/OC 21000—Deputy Assistant Secretary for Communications - 325
A/OPR 21638—Deputy Assistant Secretary for Operations - 325
A/OS (9) 235-9600—Overseas Schools - 325
A/SY 21536—Deputy Assistant Secretary for Security - 325
AAG/W AID (9) 235-2133—Area Auditor General/Washington - 507
ACDA 23597—U.S. Arms Control and Disarmament Agency - 600
ACVFA AID 20991—Advisory Committee on Voluntary Foreign Aid - 523
AF 23356—Bureau of African Affairs - 314
AF/C 22080—Director, Central African Affairs - 314
AF/E 29742—Director, East African Affairs - 314
AF/EPS 22623—Economic Policy Staff - 314
AF/EX 21298—Executive Director - 314
AF/I 20754—Office of Inter-African Affairs - 314
AF/NSC-IG 20754—NSC Interdepartmental Group - 314
AF/P 20322—Public Affairs Staff - 314
AF/S 23380—Director, Southern African Affairs - 314
AF/W 20902—Director, West African Affairs - 314
AFR AID 29232—Bureau for Africa - 518
AFR/CAWA AID 29000—Office of Central and Anglophone West African Affairs - 518
AFR/DP AID 29196—Office of Development Planning - 518
AFR/DR AID 28178—Office of Development Rsources - 518
AFR/EA AID 29873—Office of Eastern African Affairs - 518
AFR/EMA AID 29873—Executive Management Staff - 518
AFR/RA AID 29102—Office of African Regional Affairs - 518
AFR/SA AID 29872—Office of Southern African Affairs - 518
AFR/SFWA AID 28269—Office of Sahel and Francophone West African Affairs - 518
AG AID 29844—Office of the Auditor General - 507
AG/EMS AID (9) 235-9711—Executive Management Staff - 507
AG/IIS AID (9) 235-9742—Office of Inspections and Investigations - 507
AG/PPP AID (9) 235-1223—Office of Policy, Plans and Programs - 507
AG/SEC AID (9) 235-9730—Office of Security - 507
ARA 29210—Bureau of Inter-American Affairs - 315
ARA/AND 21715—Director, Office of Andean Affairs - 315
ARA/BR 21245—Office of Brazilian Affairs - 315
ARA/CAR 22621—Director, Caribbean Countries - 315
ARA/CCA 29272—Director of Cuban Affairs - 315
ARA/CEN 24010—Director, Central America - 315
ARA/CHP 24726—Office of Congressional, Human Rights and Public Affairs - 315
ARA/ECA 20913—Director of East Coast Affairs - 315
ARA/ECP 22079—Office of Regional Economic Policy - 315
ARA/EX 23318—Office of Executive Director - 315
ARA/MEX 29894—Director, Mexico - 315
ARA/PAN 24981—Director, Panama - 315
ARA/PPC 29492—Office of Policy Planning, Public and Congressional Affairs - 315
ARA/RPP 29362—Office of Regional Political Programs - 315
ASIA AID 29223—Bureau for Asia - 519
ASIA/BIS AID 25829—Office of Bangladesh, India and Sri Lanka Affairs - 519
ASIA/DP AID 29044—Office of Development Planning - 519
ASIA/EMS AID 29074—Executive Management Staff - 519
ASIA/ISPAA AID 29842—Office of Indonesia and South Pacific/ASEAN Affairs - 519
ASIA/PD AID (9) 235-8881—Office of Project Development - 519
ASIA/PNS AID 28226—Office of Pakistan, Nepal and Sri Lanka Affairs - 519
ASIA/PTBI AID Office of Philippines, Thailand and Burma/Indochina Affairs - 519
ASIA/TR AID (9) 235-8800—Office of Technical Resources - 519
BAS AID 29620—Bilateral Assistance Subcommittee - 323
BIFAD AID 20802—Board for International Food and Agricultural Development - 526
BIFAD/CP AID 20802—Country Programs Division - 526
BIFAD/S AID 20802—Board for International Food and Agricultural Development Support Staff - 526
BIFAD/S/IHR AID 20802—Institutional and Human Resources Division - 526
BIFAD/S/R AID 20802—Research Division - 526
C 24404—Counselor of the Department - 306
CA 29576—Bureau of Consular Affairs - 323
CA/EX 21158—Management and Administration - 323
CA/EX/A 26455—Administrative Services Division - 323

CA/EX/R 29180—Resources Management Division - 323
CA/EX/S 28078—Systems Application Staff - 323
CA/OCS 23816—Overseas Citizens Services - 323
CA/OCS/CCS 23666—Office of Citizens Consular Services - 323
CA/OCS/CCS/AF 24994—African Services Division - 323
CA/OCS/CCS/ARA 23712—Inter-American Services Division - 323
CA/OCS/CCS/EA 23675—East Asian and Pacific Services Division - 323
CA/OCS/CCS/EUR 23444—European Services Division - 323
CA/OCS/CCS/NEA 24994—Near East and South Asian Services Division - 323
CA/OCS/EMR 25225—Citizens Emergency Center - 323
CA/OCS/PC 23732—Program Planning and Coordination Staff - 323
CA/PA 21489—Public Affairs Staff - 323
CA/PPT 22422—Passport Services - 323
CA/PPT/C 20801—Office of Citizenship, Nationality, and Legal Assistance - 323
CA/PPT/O 20142—Office of Passport Operation - 323
CA/PPT/P 23220—Policy and Plans Staff - 323
CA/PPT/S Office of Program Support - 323
CA/VO 22448—Visa Services - 323
CA/VO/F 23369—Office of Field Support and Liaison - 323
CA/VO/L 21980—Office of Legislation, Regulations and Advisory Assistance - 323
CA/VO/P 21957—Office of Public and Diplomatic Liaison - 323
D 29640—Office of the Deputy Secretary of State - 301
D/CT 29892—Office for Combatting Terrorism - 301
D/LOS 29514—Staff Director, NSC Interagency Task Force on the Law of the Sea - 301
D/SDBU 235-9524—Office of Small and Disadvantaged Business Utilization - 301
DGP/EM 22508—Employee Management Relations Staff - 326
DGP/HC 25145—Office of Handicapped Coordinator - 326
DGP/PA 22019—Newsletter and Information Staff - 326
DGP/PC 28934—Office of Program Coordination - 326
DGP/PER 29438—Deputy Assistant Secretary for Personnel - 326
DCC AID 28298—Development Coordination Committee - 525
DS AID 28614—Bureau for Development Support- 516
DS/AGR AID (9) 235-8952—Office of Agriculture - 516
DS/DAA/DT AID 28614—Deputy Assistant Administrator for Development Technology - 516
DS/DAA/FN AID 28614—Deputy Assistant Administrator for Food and Nutrition - 516
DS/DAA/HRD AID 28614—Deputy Assistant Administrator for Human Resources Development - 516
DS/DIU AID (9) 235-2240—Office of Development Information and Utilization - 516
DS/ED AID (9) 235-9012—Office of Education - 516
DS/ENGR AID (9) 235-9827—Office of Engineering - 516
DS/EY AID (9) 235-8948—Office of Energy - 516
DS/H AID 29637—Office of Housing - 516
DS/HEA AID (9) 235-8929—Office of Health - 516
DS/IT AID (9) 235-1853—Office of International Training - 516
DS/MGT AID (9) 235-2240—Office of Management - 516
DS/N AID (9) 235-9779—Office of Nutrition - 516
DS/PO AID (9) 235-8898—Office of Program - 516
DS/POP AID (9) 235-8117—Office of Population - 516
DS/RAD AID (9) 235-8918—Office of Rural Development and Development Administration - 516
DS/ST AID (9) 235-9044—Office of Science and Technology - 516
DS/UD AID (9) 235-2243—Office of Urban Development - 516
DS/XII-UR AID (9) 235-2243—Office of Title XII Coordination University Relations Staff - 516
E 23256—Under Secretary for Economic Affairs - 303
E/CAC 29818—Consumer Affairs Coordinator - 303
EA 29596—Bureau of East Asian and Pacific Affairs - 316
EA/ANP 29690—Director, Australia, New Zealand, Papua New Guinea, and Pacific Island Affairs - 316
EA/EP 24835—Director, Economic Policy Office - 316
EA/EX 20826—Office of the Executive Director - 316
EA/J 23152—Director, Japan - 316
EA/K 20780—Director, Korea - 316
EA/NSC-IG 22343—NSC Interdepartmental Group - 316
EA/P 22538—Public Affairs Advisor - 316
EA/PHL 21222—Director, Philippines - 316
EA/PRCM 26300—People's Republic of China and Mongolia Affairs - 316
EA/RA 22343—Office of Regional Affairs - 316
EA/SCT 27710—Special Coordinator for Taiwan - 316
EA/TIMBS 23276—Director, Thailand, Indonesia, Malaysia, Burma, Singapore - 316
EA/VLC 23132—Director for Vietnam, Laos, and Cambodia - 316
EB 21644—Bureau of Economic and Business Affairs - 319
EB/EX 22720—Executive Director - 319
EB/IEP 21420—International Energy Policy - 319
EB/ICD/CPD 20827—Commodity Policy Division - 319
EB/ICD/ISM 21705—Industrial and Strategic Materials Division - 319
EB/ICD/TRP 23059—Tropical Products Division - 319
EB/IFD 29496—International Finance and Development - 319
EB/IFD/BP 20786—Office of Business Practices - 319
EB/IFD/ODF 29426—Office of Development Finance - 319
EB/IFD/OIA 21128—Office of Investment Affairs - 319
EB/IFD/OMA 21114—Office of Monetary Affairs - 319
EB/OA/AN 21232—Aviation Negotiations Division - 319
EB/OA/AVP 22438—Aviation Programs and Policy Division - 319
EB/OFP/FPD 23090—Food Policy Division - 319
EB/OFP/FPG 20563—Food Programs Division - 319

EB/ORF	27952	International Resources and Food Policy - 319
EB/ORF/FSE	20536	Office of Fuels and Energy - 319
EB/ORF/ICD	27950	Office of International Commodities - 319
EB/OT/GCP	21175	General Commercial Policy Division - 319
EB/OT/STA	23202	Special Trade Activities and Commercial Treaties Division - 319
EB/OT/TA	21718	Trade Agreements Division - 319
EB/OT/TEX	20280	Textiles Division - 319
EB/PAS	20500	Planning and Economic Analysis Staff - 319
EB/TDC	22533	Trade and Commercial Affairs - 319
EB/TDC/EWT	20964	Office of East-West Trade - 319
EB/TDC/OCA	28097	Office of Commercial Affairs - 319
EB/TDC/OT	22532	Office of International Trade - 319
EB/TT	24045	Transportation and Telecommunications Affairs - 319
EB/TT/MA	22655	Office of Maritime Affairs - 319
EB/TT/OA	29470	Office of Aviation - 319
EB/TT/TD	23405	Office of International Communications Policy - 319
EOP	AID 27996	Office of Equal Opportunity Programs - 512
ES	AID 21800	Office of the Executive Secretary - 502
ES/CCS	AID 28511	Communications Coordination Staff - 502
EUR	21848	Bureau of European Affairs - 317
EUR/CAN	22170	Director, Canadian Affairs - 317
EUR/CE	21484	Director, Central Europe: Germany, Austria, Switzerland - 317
EUR/EE	23345	Director, Eastern Europe: Czechoslovakia, Hungary, Poland, Baltic States, Bulgaria, Romania, Yugoslavia, Albania - 317
EUR/EX	20583	Office of the Executive Director - 317
EUR/NE	20455	Director, Northern Europe: United Kingdom, Ireland, Norway, Denmark, Iceland, Sweden, Finland, Belgium, Luxembourg, the Netherlands - 317
EUR/NSC-IG	23744	NSC Interdepartmental Group - 317
EUR/P	20850	Public Affairs Adviser - 317
EUR/RPE	20311	Director, OECD, European Community and Atlantic Politcal-Economic Affairs - 317
EUR/RPM	21626	Director, NATO and Atlantic Political-Military Affairs - 317
EUR/SE	20923	Director, Office of Southern European Affairs: Cyprus, Greece, Turkey - 317
EUR/SOV	23738	Director, Soviet Union - 317
EUR/SWG	28854	Office of the SALT Working Group - 317
EUR/WE	23072	Director, Western Europe: France, Italy, Andorra, Portugal, Spain, and Malta - 317
FAIM (OPR)	20394	Foreign Affairs Information Management Center - 325
FAIM/DIR	23602	Directives Management Staff - 325
FAIM/IAP	22651	Information Acquisition and Processing Division - 325
FAIM/IS	23411	Information Access and Services Division - 325
FAIM/LR	20372	The Library - 325
FAIM/PS	21632	Publishing Services Division - 325
FAIM/RM	20491	Records Management Staff - 325
FAIM/RSC	23524	Records Service Center - 325
FAO	23059	US-FAO Interagency Committee - 1000
FBO/BDC	(9) 235-9511	Building, Design, and Construction Division - 325
FBO/EX	(9) 235-9496	Executive Officer - 325
FBO/EX/CT	(9) 235-9445	Contracts Branch - 325
FBO/OP/IDF	(9) 235-9440	Interior Design and Furnishings Branch - 325
FM	AID 20128	Office of Financial Management - 513
FM/ASD	AID 20162	Accounting Systems Division - 513
FM/BFD	AID 20176	Banking and Finance Division - 513
FM/CAD	AID 20066	Central Accounting Division - 513
FM/ESD	AID 20076	Employees Service Division - 513
FM/FCD	AID 20046	Funds Control Division - 513
FM/LD	AID 20116	Loan Division - 513
FM/PAD	AID 20015	Program Accounting Division - 513
FM/SPD	AID 20110	Support Planning Division - 513
FM/SSD	AID 20148	Support Services Division - 513
FMAS (OPR)	23106	Office of Facilities Management and Administrative Services - 325
FMAS/CL	21759	Claims Staff - 325
FMAS/ESC	23432	Employee Services Center - 325
FMAS/GS	21666	General Services Division - 325
FMAS/LS	21528	Language Services Division - 325
FMAS/VS	21082	Visual Services Division - 325
GAC	28478	General Advisory Committee on Arms Control and Disarmament - 1000
GAO	(9) 235-9661	General Accounting Office Site Audit Group - 507
GC	AID 28548	Office of the General Counsel - 510
H	22163	Congressional Relations - 309
HA	20334	Bureau of Human Rights and Humanitarian Affairs - 313
HA/HR	23088	Office of Human Rights - 313
HA/ORM	20770	Office of Refugee and Migration Affairs - 313
IBC	28058	International Boundary Commission United States and Canada - 1000
IBWC	29895	International Boundary and Water Commission United States and Mexico (Mex) - 1000
IDCA/PO	AID 23842	International Development Cooperation Agency Planning Office - 525
IIA	AID 23478	Bureau for Intragovernmental and International Affairs - 514
IIA/EA	AID 21646	Office of Economic Affairs - 514
IIA/IA	AID 20833	Office of International Affairs - 514
IIA/IG	AID 23478	Office of Intragovernmental Affairs 514
IJC	21812	International Joint Commission - 1000
INM	28474	International Narcotics Matters - 324
INR	22746	Bureau of Intelligence and Research - 320
INR/DD	22436	Deputy Director - 320
INR/DD/EX	21080	Office of Executive Director - 320
INR/DD/EX/BF	21564	Budget and Fiscal Office - 320
INR/DD/EX/PER	22502	Personnel Office - 320

INR/DD/EX/GSO 28187—General Services Office - 320
INR/DD/OIS 21312—Office of Intelligence Support - 320
INR/DD/OIS/CIS 20808—Current Intelligence Staff - 320
INR/DD/OIS/TC 20884—Telecommunications Branch - 320
INR/DD/OIS/SB 21747—Security Branch - 320
INR/DD/OIS/IHS/DC 21425—Documents Control Branch - 320
INR/DD/OIS/ED 21038—Editorial Branch - 320
INR/DD/OIS/CR 23848—Central Reference Branch - 320
INR/DD/OIS/SD 21042—Systems Development Staff - 320
INR/DD/XR 21342—Office of External Research Group - 320
INR/DD/XR/TW 22758—Third World Research Group - 320
INR/DD/XR/RS (9) 235-8079—Research Services Staff - 320
INR/DD/XR/EG 22225—Europe and Global Research Group - 320
INR/DDC 21504—Deputy Director for Coordination - 320
INR/DDC/MP 29674—Coordinator for Maps and Publications - 320
INR/DDC/OIL 20370—Office of Intelligence Liaison - 320
INR/DDC/OPS 21506—Office of Operations Policy - 320
INR/DDC/RPS 21344—Office of Resources Policy - 320
INR/DDP —Deputy Director for Programming
INR/DDR 22402—Deputy Director for Research - 320
INR/DDR/RPM 22043—Office of Politico-Military Research - 320
INR/DDR/RAF 26130—Office of Research and Analysis for Africa - 320
INR/DDR/RAR 22229—Office of Research and Analysis for the American Republics - 320
INR/DDR/REA 21179—Office of Research and Analysis for East Asia and Pacific - 320
INR/DDR/REC 22214—Office of Economic Research and Analysis - 320
INR/DDR/RGE 22022—Office of the Geographer - 320
INR/DDR/RNA 28397—Office of Research and Analysis for Near East and South Asia - 320
INR/DDR/RSE 29194—Office of Research and Analysis for the Soviet Union and Eastern Europe - 320
INR/DDR/RWE 29214—Office of Research & Analysis for Western Europe - 320
INR/RAF/CS 27160—Central Southern Africa Division - 320
INF/RAF/W 27243—Western Africa Division - 320
INR/RAR/MAC 20814—Middle America-Caribbean Division - 320
INR/RAR/SA 20584—South American Division - 320
INR/REA/NA 22100—Northeast Asia Division - 320
INR/REA/SEA 22061—Southeast Asia and Pacific Division - 320
INR/REC/CD 20453—Commodity and Developing Country Division - 320
INR/REC/CER 29128—Communist Economic Relations Division - 320
INR/REC/MAS 29729—Methods and Analysis Staff - 320
INR/REC/RE 29708—Regional Economic Division - 320
INR/REC/TI 20090—Trade Investment and Payments Division - 320
INR/RGE/CA 22156—Cartography Division - 320
INR/RGE/MR 21988—Marine Boundary & Resource Division - 320
INR/RNA/NE 28412—Near East Division - 320
INR/RNA/SOA 22757—South Asia Division - 320
INR/RSE/EE 29536—Eastern Europe Division - 320
INR/RWE/NCE 28273—Northern and Central Europe - 320
INR/RWE/SE 28182—Southern Europe Division - 320

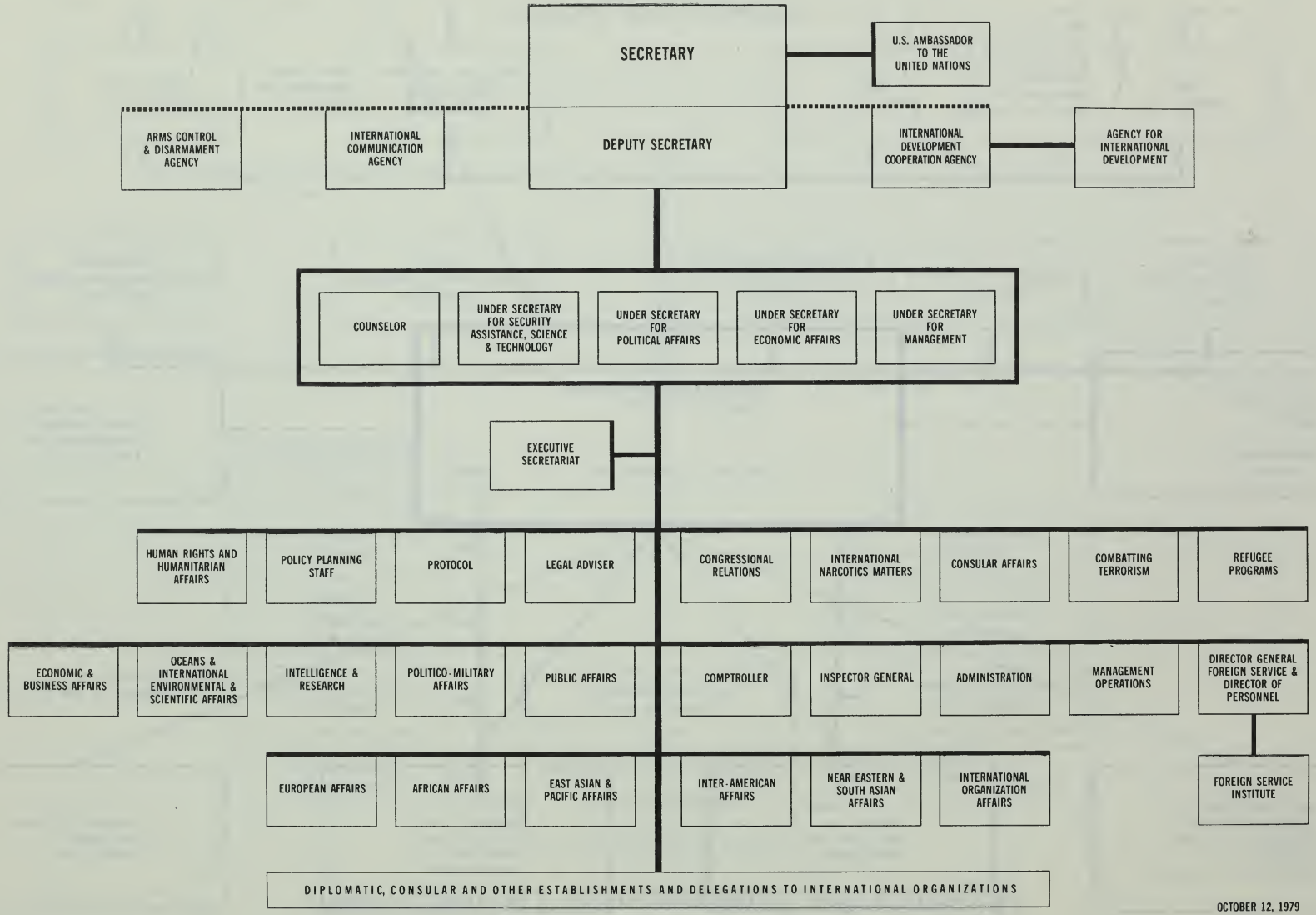
IO 29600—Bureau of International Organization Affairs - 321
IO/AGR 22525—Agency Director for Agriculture - 321
IO/DHP 21544—Agency Director for Development & Humanitarian Programs - 321
IO/EX 29326—Executive Director - 321
IO/EX/ADM 21662—Office of Administrative Services - 321
IO/EX/OB 21398—Office of Budget & Management - 321
IO/EX/DAR 27992—UN Documents & Reference Staff - 321
IO/EX/IR 21044—Office of UN Personnel Policy & Recruitment - 321
IO/HNP 20590—Agency Director for Health and Narcotics Programs - 321
IO/HR 20572—Human Rights Affairs - 321
IO/IBC 22754—Director for International Institutions Policy - 321
IO/IEP 22506—International Economic Policy Staff - 321
IO/IWP 26906—Agency Director for International Women's Program - 321
IO/LAB 21121—Agency Director for Labor Affairs - 321
IO/ML 28603—Office of Multilateral Affairs - 321
IO/OIC 20384—Office of International Conferences - 321
IO/PMS 28588—Policy Management Staff - 321
IO/SCT 23511—Agency Director for Science and Technology - 321
IO/TRC 27930—Agency Director for Transportation and Communications - 321
IO/UCS 22762—Secretariat to the US National Commission for UNESCO - 321
IO/UNA 28344—Washington Office of Permanent Representative to the United Nations - 321
IO/UNESCO 23619—Agency Director for UN Educational, Scientific and Cultural Organization - 321
IO/UNP 22392—Office of United Nations Political Affairs - 321
IRAC 22592—Interdepartmental Radio Advisory Committee - 1000
ISO 22278—Information Systems Office - 325
ISO/FADPC 20413—Foreign Affairs Data Processing Center - 325
ISO/SDP 28444—Systems Design and Programming Division - 325
ISO/USS 27981—User Support Services Staff - 325
ISTC/PO AID (9) 395-3984—Institute for Scientific and Technological Cooperation Planning Office - 503
L 29598—Legal Adviser - 312
L/AF 23736—African Affairs, Assistant Legal Adviser - 312
L/ARA 20734—Inter-American Affairs, Assistant Legal Adviser - 312
L/BAR (9) 235-9610—Board for Appellate Review - 312 and 1000
L/C 21365—International Claims, Assistant Legal Adviser - 312
L/CA 22672—Consular Affairs, Assistant Legal Adviser - 312
L/EA 23039—East Asian and Pacific Affairs, Assistant Legal Adviser - 312
L/EB 20242—Economic and Business Affairs, Assistant Legal Adviser - 312

L/ECP 22682—Educational, Cultural and Public Affairs, Assistant Legal Adviser-312
L/EUR 29500—European Affairs, Assistant Legal Adviser - 312
L/HR 23044—Human Rights, Assistant Legal Adviser - 312
L/M 22350—Management, Assistant Legal Adviser - 312
L/N 20495—Nuclear Affairs, Assistant Legal Adviser - 312
L/NEA 29501—Near Eastern and South Asian Affairs, Assistant Legal Adviser - 312
L/OES 21700—Oceans, Environment and Scientific Affairs, Assistant Legal Adviser - 312
L/PIL 28134—Private International Law - 312
L/PM 27838—Politico-Military Affairs, Assistant Legal Adviser - 312
L/SFP 21462—Special Functional Problems, Assistant Legal Adviser - 312
L/T 21074—Treaty Affairs, Assistant Legal Adviser - 312
L/UNA 21320—United Nations Affairs, Assistant Legal Adviser - 312
LAC AID 28246—Bureau for Latin America and the Caribbean - 520
LAC/CAP AID 20156—Office of Central American and Panamanian Affairs - 520
LAC/CAR AID 23452—Office of Caribbean Affairs - 520
LAC/DP AID 28214—Office of Development Programs - 520
LAC/DR AID 23549—Office of Development Resources - 520
LAC/EMS AID 29480—Executive Management Staff - 520
LAC/SA AID 20181—Office of South American Affairs - 520
LEG AID 28264—Office of Legislative Affairs - 508
LEG/CL AID 28264—Congressional Liaison Staff - 508
LEG/PPD AID 23652—Program Presentation and Legislative Projects Division - 508
M 21500—Under Secretary for Management 305
M/COMP 27490—Office of the Comptroller - 331
M/DGP 29898—Bureau of Personnel - Director General of the Foreign Service and Director of Personnel - 326
M/EEO 29294—Equal Employment Opportunity Office - 329
M/FA 20298—Curator, Diplomatic Reception Rooms - 305
M/FLO 21076—Family Liaison Office - 305
M/FSI (9) 235-8750—Director, Foreign Service Institute - 305 and 328
M/MED 23484—Medical Services - 330
M/MED/AAP 21843—Alcohol Abuse Program - 330
M/MO 28878—Management Operations - 327
M/WCW 29016—Office of the Secretariat of the World Conference for the Decade for Women
M/MO/CERP 20328—CERP Reports - 327
NAC —National Advisory Council on International Monetary and Financial Problems - 1000
NE AID 29118—Bureau for Near East - 521
NE/DP AID 29116—Office of Development Planning - 521
NE/EI AID 23814—Office of Egypt/Israel Affairs - 521
NE/EMS AID 28516—Executive Management Staff - 521
NE/JLS AID 28976—Office of Jordan/Lebanon/Syria Affairs - 521
NE/NENA AID 23852—Office of Near Eastern/North African Affairs - 521
NE/PD AID 29112—Office of Project Development - 521
NE/TECH AID 28152—Office of Technical Support - 521
NEA 29588—Bureau of Near Eastern and South Asian Affairs - 318
NEA/AFN 20840—Director, Algeria, Libya, Morocco, Tunisia - 318
NEA/ARN 22670—Director, Lebanon, Jordan, Syrian Arab Republic, Iraq - 318
NEA/ARP 20503—Director, Arabian Peninsula Affairs - 318
NEA/ECON 26986—Economic Adviser - 318
NEA/EGY 22365—Director, Egypt - 318
NEA/EX 22460—Executive Director - 318
NEA/IAI 23672—Director, Israel & Arab-Israel Affairs - 318
NEA/INS 22141—Director, Bhutan, India, Maldives, Nepal, Sri Lanka (Ceylon) - 318
NEA/IRN 23014—Director, Iran - 318
NEA/NSC-IG 20601—NSC Interdepartmental Group - 318
NEA/P 25150—Public Affairs Adviser - 318
NEA/PAB 20353—Director, Pakistan, Afghanistan and Bangladesh - 318
NEA/RA 20503—Director, Regional Affairs - 318
NSC 20318—National Security Council - 1000
OC/DLO 22428—Defense Liaison for Communications - 325
OC/P 22442—Diplomatic Pouch and Courier Operations Division - 325
OC/PE 79532—Communications Programs & Engineering Division - 325
OC/S 21223—Communications Security Division - 325
OC/SA 28470—Special Assistant - 325
OC/T 23874—Communications Center - 325
OES 21554—Bureau of Oceans and International Environmental and Scientific Affairs - 322
OES/CP 23472—Coordinator for Population Affairs - 322
OES/E 27964—Deputy Assistant Secretary for Environment, Health and Natural Resources - 322
OES/ENH 29278—Office of Environmental and Health - 322
OES/ENR 22418—Office of Food and Natural Resources - 322
OES/EX 23622—Office of Executive Director - 322
OES/N 24360—Deputy Assistant Secretary for Nuclear Energy and Energy Technology Affairs - 322
OES/NEC 24101—Office of Export and Import Control - 322
OES/NEP 27036—Office of Non-Proliferation and Export Policy - 322
OES/NTC 24413—Office of Energy Technology Cooperation - 322
OES/NTS 23310—Office of Nuclear Technology and Safeguards - 322
OES/O 22396—Deputy Assistant Secretary for Oceans and Fisheries Affairs - 322
OES/OFA 22335—Office of Fisheries Affairs - 322
OES/OMS 20853—Office of Marine Science and Technology Affairs - 322

OES/OPA 26491—Office of Oceans and Polar Affairs - 322
OES/PAS 22764—Policy Assessments Staff - 322
OES/S 23004—Deputy Assistant Secretary for Science and Technology Affairs - 322
OES/SAS 22841—Special Assistant for Scientific Attache Support - 322
OES/SAT 22432—Office of Advanced Technology - 322
OES/SCT 22958—Office of Cooperative Science and Technology Programs - 322
OPA AID 29170—Office of Public Affairs - 509
OPA/MPS AID 20674—Media and Public Services Division - 509
OPA/PI AID 21850—Public Inquiries Staff - 509
OPA/PP AID 28646—Press and Publication Division - 509
OPIC 28582—Overseas Private Investment Corporation - 550
OPR (A) 21638—Deputy Assistant Secretary for Operations - 325
OPR/FAIM 20394—Foreign Affairs Information Management Center - 325
OPR/FMAS 23106—Office of Facilities Management and Administrative Services - 325
OPR/SPS 22039—Support Planning Staff - 325
OPR/STP (9) 235-9512—Office of Supply, Transportation, and Procurement - 325
OPR/STP/DA 22989—Despatch Agents - 325 and 1100
P 22471—Under Secretary for Political Affairs -302
P/BFS 21060—Executive Secretary of the Foreign Service and Employee Management Relations Commission - 302
P/COA 22335—Coordinator of Ocean Affairs - 302
PA 29606—Bureau of Public Affairs - 311
PA/EX 20472—Office of the Executive Director - 311
PA/HO 28888—Office of the Historian - 311
PA/HO/AAP 28767—Associate Historian, Asia, Africa & Pacific - 311
PA/HO/WHE 21902—Associate Historian, Western Hemisphere & Europe - 311
PA/POA 20474—Office of Plans & Opinion Analysis - 311
PA/PC 23656—Office of Public Communication - 311
PA/PC/CM 20776—Correspondence Management Division - 311
PA/PC/ED 22159—Editorial Division - 311
PA/PC/SPS 28203—Special Projects Staff - 311
PA/PP 21433—Office of Public Programs - 311
PDC AID 28558—Bureau for Private and Development Cooperation - 517
PDC/ASHA AID (9) 235-9190—Office of American Schools and Hospitals Abroad - 517
PDC/FFP AID (9) 235-9210—Office of Food for Peace - 517
PDC/OFDA AID 28924—Office of U.S. Foreign Disaster Assistance - 517
PDC/OLAB AID (9) 235-1895—Office of Labor Affairs - 517
PDC/PMS AID 23348—Office of Program and Management Support - 517
PDC/PVC AID 29206—Office of Private and Voluntary Cooperation - 517
PER/CCA 20485—Civil Service Career Development & Assignments Division - 326
PER/ER 20191—Office of Employee Relations - 326
PER/ER/EM 22781—Employee Management Division - 326
PER/ER/FN 25329—Foreign Nationals Division - 326
PER/ER/RET 29315—Retirement Division - 326
PER/FCA 21692—Foreign Service Career Development Division - 326
PER/FCA/PAS 22643—Presidential Appointments Staff - 326
PER/FCA/TL 23308—Training and Liaison Staff - 326
PER/G 22751—Grievance Staff - 326
PER/MGT 28908—Office of Management - 326
PER/MGT/AS 28908—Administrative Services Division - 326
PER/MGT/HRM 28934—Human Resources Management Division - 326
PER/MGT/OS 22784—Operating Systems Division - 326
PER/MGT/RMR 23846—Records Management and Research Division - 326
PER/PE 23412—Office of Evaluation - 326
PER/PPM 23205—Office of Position and Pay Management - 326
PER/REE (9) 235-9232—Office of Recruitment, Examination and Employment - 326
PER/REE/EXAM (9) 235-9393—Examination Division - 326
PER/REE/REC (9) 235-9373—Recruitment Division - 326
PER/REE/ESD (9) 235-9246—Employment Support Division - 326
PM 29022—Bureau of Politico-Military Affairs - 310
PM/DCA 21862—Office of Disarmament and Arms Control - 310
PM/EX 24820—Office of Executive Director - 310
PM/ISO 21616—Office of International Security Operations - 310
PM/ISP 22056—Office of International Security Policy - 310
PM/MC (9) 235-9755—Office of Munitions Control - 310
PM/NPP 21341—Office of Nuclear Policy and Operations - 310
PM/SA 23136—Office of Systems Analysis - 310
PM/SAS 23882—Office of Security Assistance and Sales - 310
PM/SSP 25097—Office of Security Assistance Special Projects - 310
PM AID 29608—Office of Personnel Management - 511
PM/PO/W AID 20010—Aid/W Division - 511
PM/PO/OS AID 23877—Overseas Personnel Division - 511
PM/LR AID (9) 235-2274—Labor Relations Staff - 511
PM/PO AID 22957—Personnel Operations - 511
PM/PDE AID 29866—Policy Development and Evaluation Division - 511
PM/TD AID (9) 235-9224—Training and Development Division - 511
PPAB 21492—Privacy Policy and Appeals Boards - 325
PPC AID 20482—Bureau for Program and Policy Coordination - 506
PPC/E AID 20211—Office of Evaluation - 506
PPC/EMS AID 28342—Executive Management Staff - 506
PPC/OAS AID (9) 235-9671—Operations Appraisal Staff - 506
PPC/PB AID 22088—Office of Planning and Budgeting - 506
PPC/PDPR AID 28594—Office of Policy Development and Program Review - 506

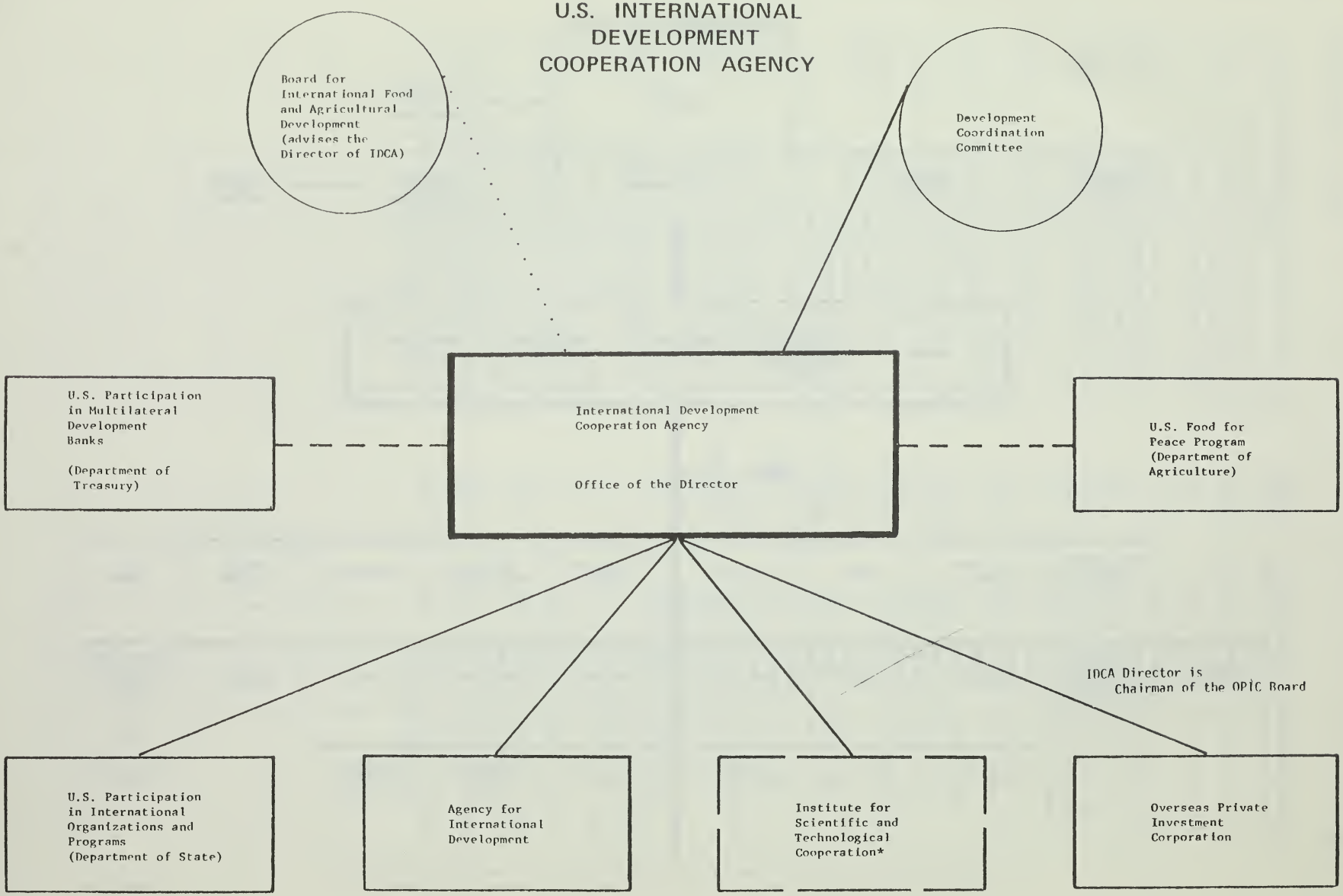
PPC/WID	AID 23992—Office of Women in Development - 505
RAC	AID —AID Research Advisory Committee - 524
RTCA	(9) 296-0484—Radio Technical Commission for Aeronautics - 1000
S	24910—Office of the Secretary of State - 300
S/AA	25324—Ambassador at Large - 300
S/AO	395-5694—Ambassador at Large - 300
S/AR	29793—Ambassador at Large - 300
S/AS	23752—Ambassador at Large - 300
S/CPR	22663—Chief of Protocol - 300
S/CRA	21318—Coordinator for Refugee Affairs - 300
S/CSCE	U.S. Delegation to CSCE - 300
S/ES	25324—Senior Adviser to the Secretary - 300
S/FSG	(9) 235-9862—Foreign Service Grievance Board - 300
S/IG	28842—Inspector General, Office of - 308
S/IG/CR	24738—Coordination and Review Staff - 308
S/IG/EX	28036—Executive Officer - 308
S/IG/IS	20152—Inspectors - 308
S/IL	23662—Special Assistant to the Secretary and Coordinator of International Labor Affairs - 300
S/MS	28704—Special Adviser to the Secretary - 300
S/P	22972—Policy Planning Staff - 307
S/R	23964—Ambassador at Large - 300
S/S	22540—Executive Secretariat - 300
S/S-EX	20982—Executive Director - 300
S/S-I	23836—Information Management Section - 300
S/SLG	20968—Ambassador at Large - 300
S/SN	25324—Special Representative of the President - 300
S/S-O	21512—Department Duty Officer, Operations Center - 300
S/S-S	20318—Secretariat Staff - 300
SADI	23836—Secretariat Automated Data Index Unit - 300
SER	AID 29888—Bureau for Program and Management Services - 515
SER/CM	AID (9) 235-9159—Office of Contract Management - 515
SER/COM	AID (9) 235-8846—Office of Commodity Management - 515
SER/DM	AID 27962—Office of Data Management - 515
SER/MO	AID 28972—Office of Management Operations - 515
SER/MP	AID 20216—Office of Management Planning - 515
SSM	22258—Director, U.S. Sinai Support Mission - 400
STP (OPR)	(9) 235-9512—Office of Supply, Transportation, and Procurement - 325
STP/P	(9) 235-9531—Procurement Division - 325
STP/S	(9) 235-9525—Supply Division - 325
STP/SA	(9) 235-9529—Special Assistant - 325
STP/T	22987—Transportation Division - 325
STR	(9) 395-5114—Special Trade Representative - 1000
SY/CC	22412—Command Center - 325
SY/DIS	20747—Document Information Systems - 325
SY/DO	20743—Domestic Operations - 325
SY/DO/IDU	23212—Identification Unit
SY/DP	23897—Dignitary Protection - 325
SY/E	23142—Evaluations - 325
SY/E&T	(9) 235-9461—Education and Training - 325
SY/FIPS	20941—Freedom of Information - 325
SY/FO	23122—Foreign Operations - 325
SY/FO/MSG	23123—Marine Security Guards
SY/FO/NSU	28524—Seabees
SY/I	23187—Investigations - 325
SY/PL	26173—Protective Liaison - 325
SY/POS	(55) 72463—Protective Operations - 325
SY/SAS	21040—Special Assignments - 325
SY/SD	23914—Secretary's Detail - 325
SY/SP	29026—Special Projects - 325
SY/T	20914—Technical Services - 325
T	20410—Office of the Under Secretary for Security Assistance, Science & Technology - 304
TIC	(9) 395-3434—Trade Information Committee - 1000
TSC	(9) 395-3395—Trade Staff Committee - 1000
USOAS	29376—US Representative to the Organization of American States - 315
USSS	29738—US Secret Service - 1200
USUN	(212) 573-6471—US Mission to the United Nations - 1100
WRDCO	(9) 235-9615—Washington Regional Diplomatic Courier Officer - 325

DEPARTMENT OF STATE



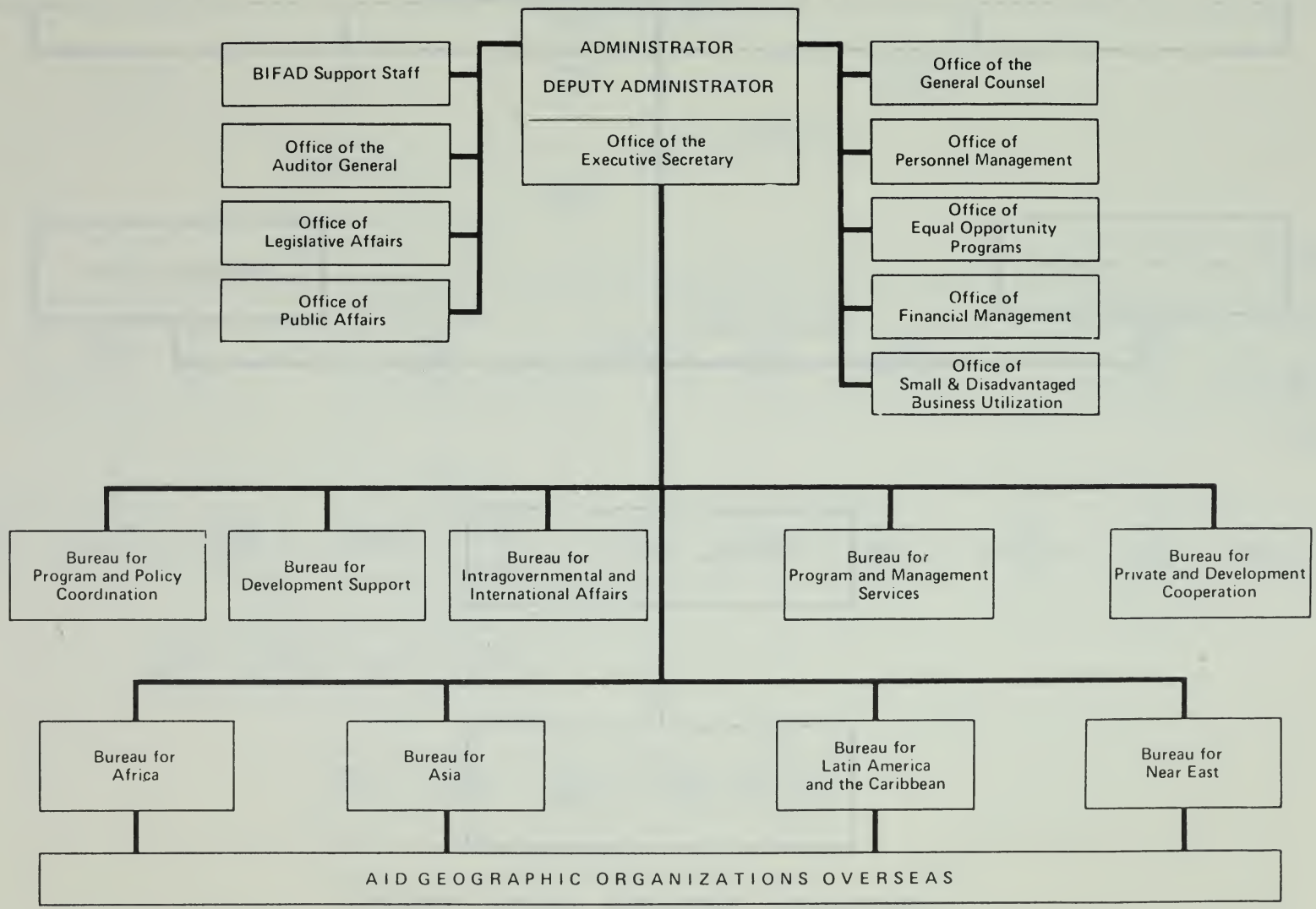
OCTOBER 12, 1979

U.S. INTERNATIONAL DEVELOPMENT COOPERATION AGENCY



* Congressional action not completed.

Agency for International Development



October 1979

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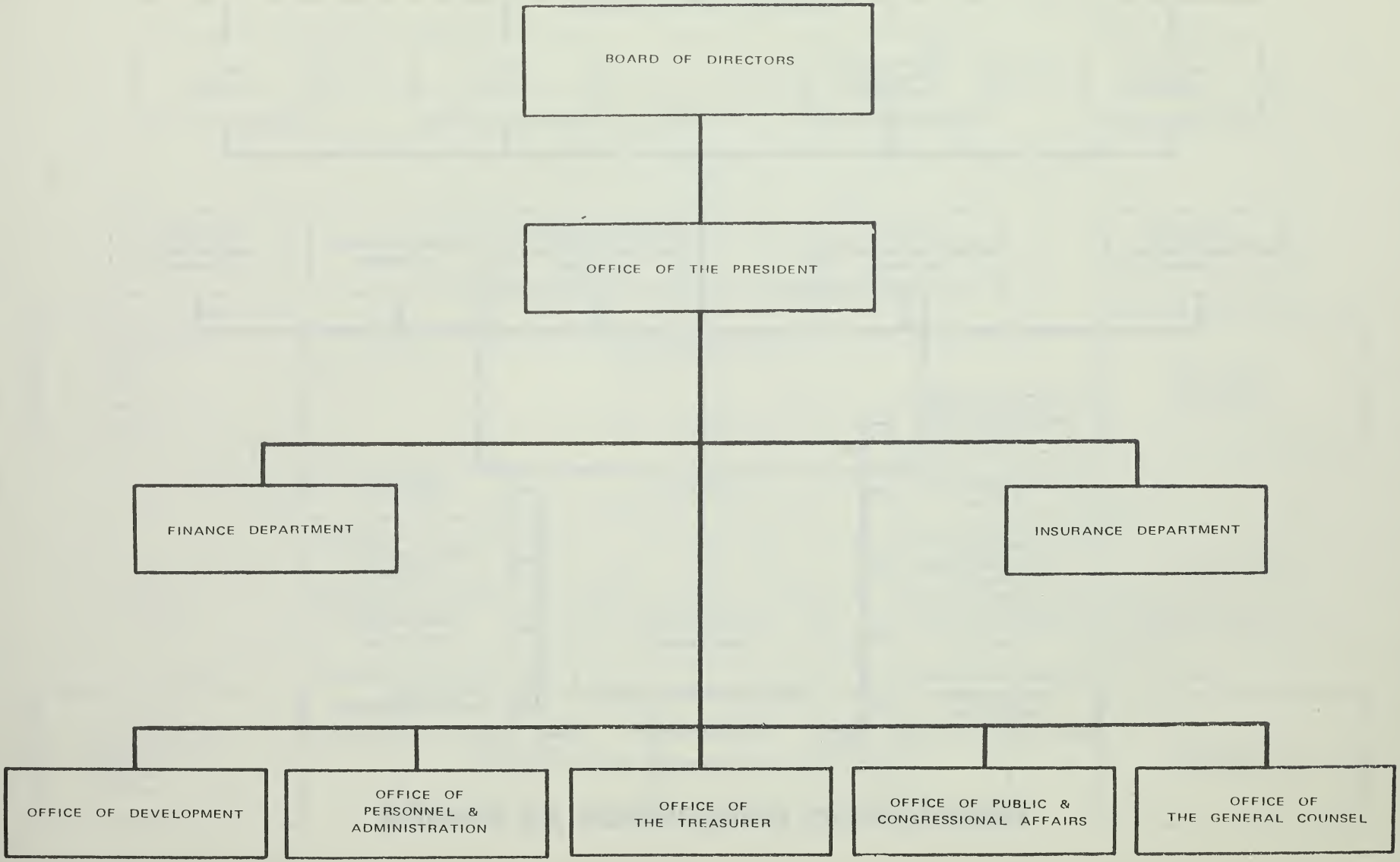
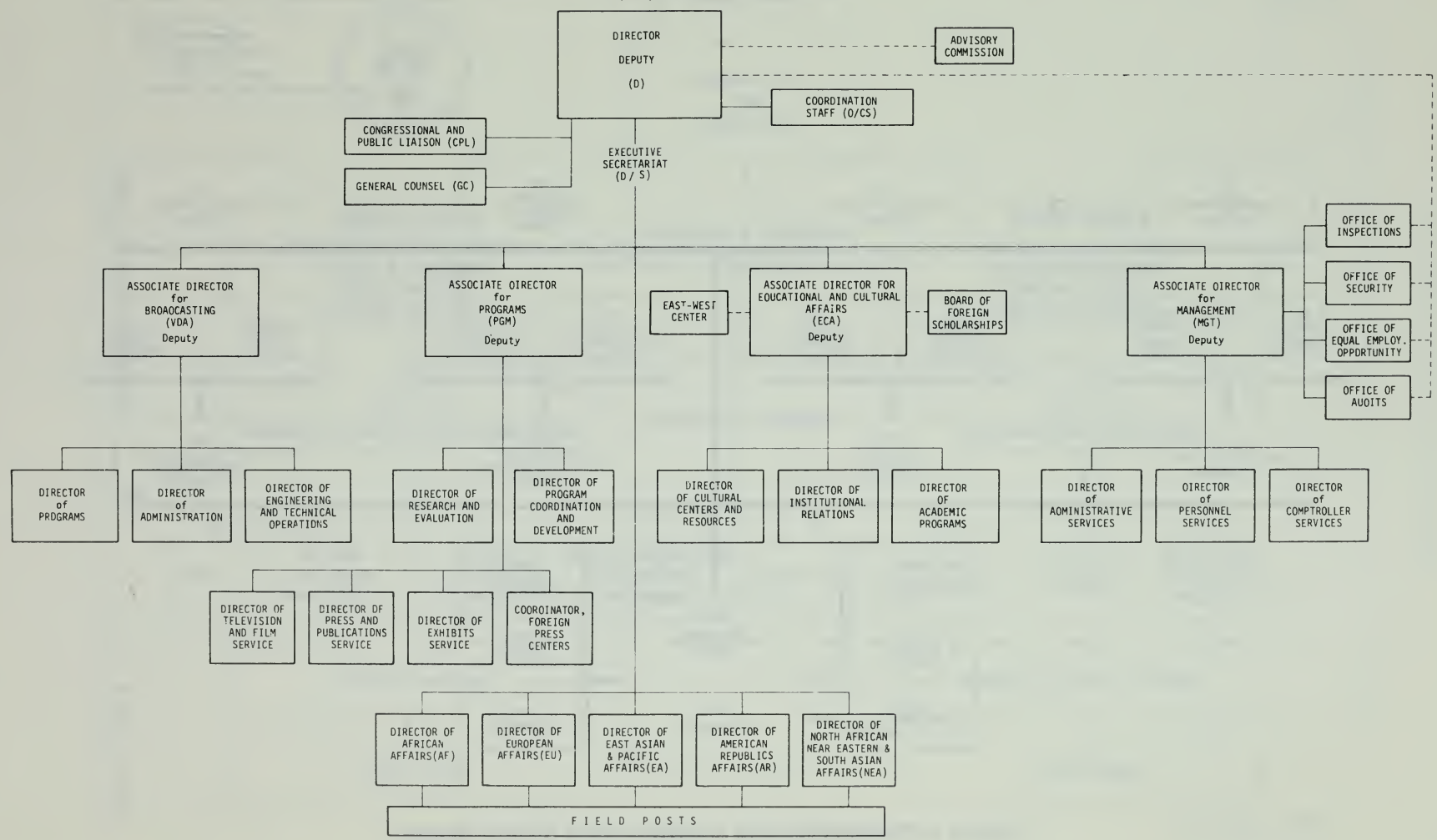
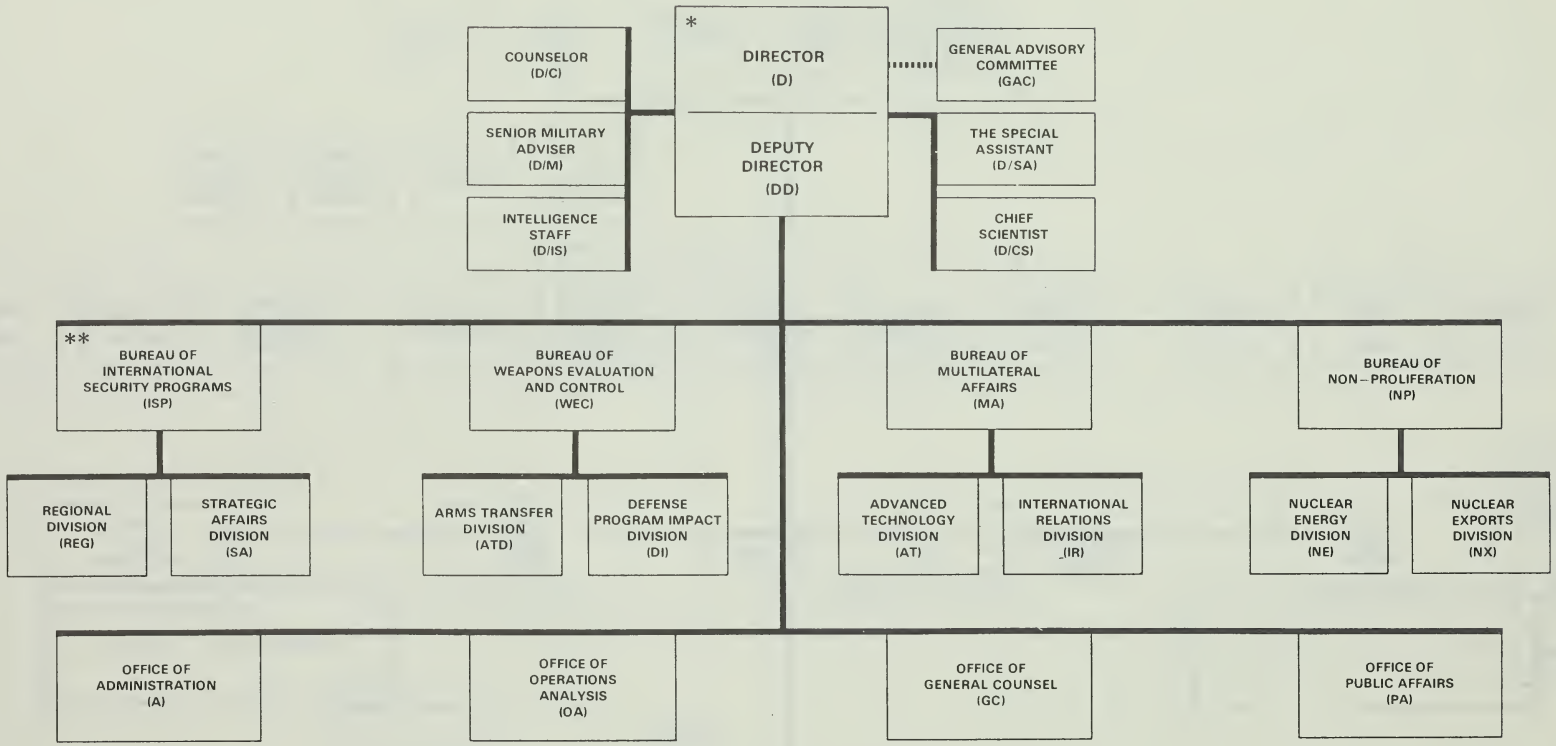


INTERNATIONAL COMMUNICATION AGENCY

(ICA)



UNITED STATES ARMS CONTROL AND DISARMAMENT AGENCY

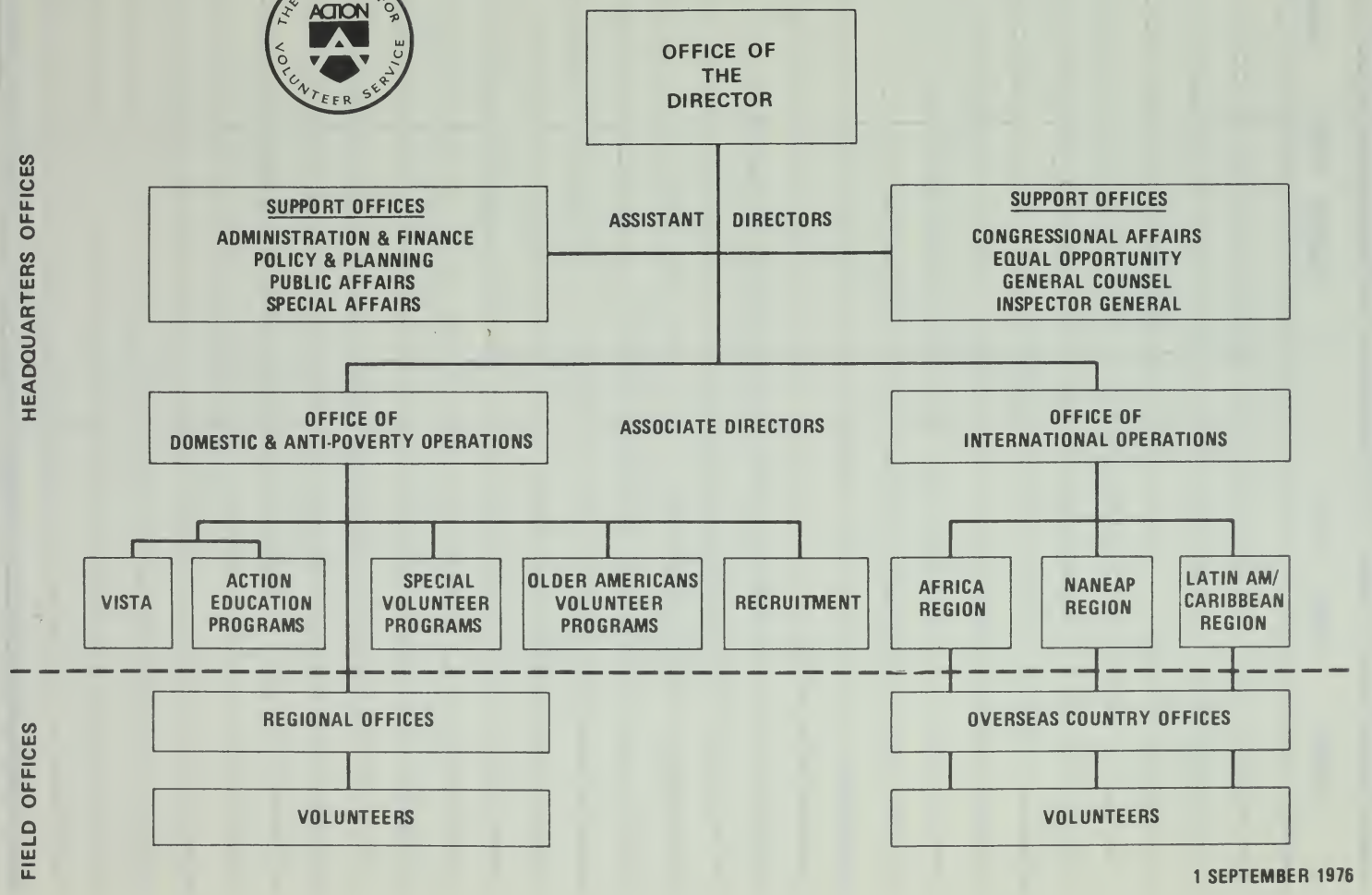


* Included in the Office of the Director are:
U.S. Chairman, SALDEL
U.S. REP. to CD
U.S. SCC Commissioner
~~U.S. Rep. to MBFR~~
U.S. Rep. to CTB

** Included in the Bureau of International Security Programs is:
ACDA Rep. on MBFR DEL.

JUNE
~~FEBRUARY~~ 1979

ACTION



1 SEPTEMBER 1976

Frequently Called Numbers

This space is provided for listing the telephone numbers you use most frequently

NAME	AGENCY	NUMBER

Frequently Called Numbers

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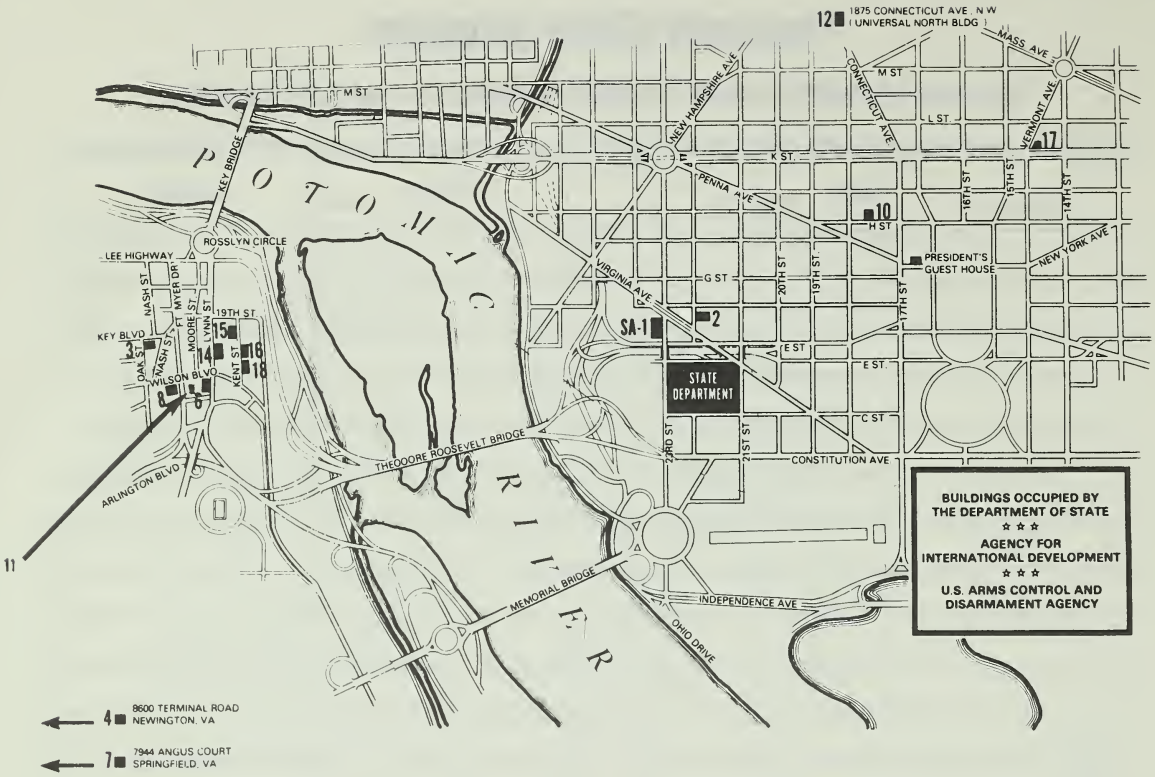
NAME	AGENCY	NUMBER



BUS SERVICE BETWEEN MAIN STATE AND ROSSLYN

MAIN STATE TO ROSSLYN AND RETURN
FROM 7:15 A.M. to 6:00 P.M.

BUILDINGS:	MINUTES PAST EACH HOUR:			
Main State	:45	:00	:15	:30
SA-14	:54	:09	:24	:39
SA-18	:56	:11	:26	:41
SA-15	:57	:12	:27	:42
SA-3	:58	:13	:28	:43
SA-8	:59	:14	:29	:44
SA-6	:00	:15	:30	:45

Special bus service to meet FSI class requirements will be arranged as needed. Early morning class will be serviced by a bus leaving Main State at 7:15 A.M. Students may return to Main State on the 8:47 A.M. bus.

BUS SERVICE BETWEEN MAIN STATE AND UNIVERSAL NORTH (SA-12)

Departs Main State at :20 and :50 minutes past each hour. The first bus leaves at 8:00 a.m. and the last bus leaves at 5:20 p.m.

Departs Universal North at :00 and :30 minutes past each hour. The first bus leaves at 8:10 a.m. and the last bus leaves at 5:00 p.m.

MINIBUS SCHEDULE

Departs Main State at :15 and :45 minutes past each hour, between 8:15 a.m. and 5:50 p.m.

Departs USICA at :20 and :50 past the hour eastbound, and :03 and :33 past westbound.

Departs Passport Office at :26 and :56 past each hour.

Bus Identification

All shuttle buses will display the sign 'CHARTER' in the top window. The sign in the lower right corner of the windshield will determine the direction and destination of each bus as follows; MAIN STATE, ROSSLYN, UNIVERSAL BUILDING, USICA, PASSPORT.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980 O— 311-568/17

BUILDINGS, ADDRESSES, AND BUS STOP LOCATIONS

State Department Building, 2201 C St NW

State Annex	Address	Bus Stop Location
SA 1	Columbia Plaza	
SA 2	515 22nd St NW	NE corner, 22nd & E Sts
SA 3	Foreign Service Institute*	Oak St entrance
	1400 Key Blvd	
	Arlington, VA	
SA 4	8400 Terminal Road, Newington, Va	
SA-6	1700 N Lynn St, Arlington, VA	Lynn St entrance (ventilation)
		Rosslyn
		17 St entrance (leaving Rosslyn)
SA 7	7944 Angus Court, Springfield, Va	
SA 8	Architects Bldg (AID)	
	1400 Wilson Blvd	
	Arlington, Va	
SA 10	1717 H St NW	
SA-11	Commonwealth Bldg (AID)	
	1300 Wilson Blvd	
	Arlington, Va	
SA-12	Universal Bldg (AID)	Fla Ave entrance
	1975 Fla Ave NW	
SA-14 (PPI)	1730 N Lynn St (AID)	Lynn St entrance
	Pomponio Plaza	
	Arlington, Va	
SA 15 (PPE)	1800 N Kent St, Arlington, Va	Kent St entrance (East side of St)
	Pomponio Plaza East	
SA-16 (RPE)	Rosslyn Plaza E (AID)	Kent St entrance (East side of St)
	1631 N Kent St, Arlington, VA	
SA 17 (PASSPORT)	1425 K St NW	
SA-18 (RP)	1601 N Kent St, Arlington, VA	Kent St entrance (East side of St)
	Rosslyn Plaza	
Main State	2201 C St NW	D St side – North entrance
MC	1717 H St NW	
(VISA) THIS	801 19th St NW	
RTCA	1717 H St NW	
USICA	1776 Pa Ave NW	Main entrance (eastbound)
		Opp side of St (westbound)

*Mailing address: Washington, D.C. 20520

UNIVERSITY OF FLORIDA
3 1262 09681 6565

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